

THE AMERICAN ARCHIVIST

Volume XIII

OCTOBER, 1950

Number 4

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Remarks on Contemporary Archives¹

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WE speak more readily of archives than of ourselves. However, I should like to depart from this tradition of reserve and make some remarks on the intellectual position of the archivist with respect to the problem of contemporary archives.

By the problem of contemporary archives, I do not intend here either their preservation or classification, but the necessary task which faces us all, and which becomes increasingly urgent, of destroying a large part of them. And by destruction, I do not mean the necessary destruction of documents which duplicate others, but pure destruction, which will relegate certain facts to oblivion by eliminating the written evidence of things that might have been remembered. I believe I am not exaggerating in saying that this task gives rise to certain doubts, a certain uneasiness. And I believe that this uneasiness might be dissipated if we were assured that, within given limits, our action could be supported by a criterion which would exhaust, or at least attempt to exhaust, all possibilities. That is the theme upon which I propose to comment briefly.

First of all I would consider the nature, the origin, of our indecision, of our uneasiness. I believe that it is partly, and secondarily, of an emotional origin. This task is, in fact, contrary to the archivist's a priori conception of his mission, which is to him the cherishing of historical evidence; he dedicates himself to a positive, an optimistic task . . . and then he is asked to perform a negative, a pessimistic one! But in addition to this sentimental uneasiness, which is soon overcome, there is another and more serious cause

¹ A translation by Mrs. Magurn, member of the staff of the World Bank, Washington, D. C., from the original French as published in the journal of the Association of Belgian Archivists, Librarians, and Museum Curators, *Archives, Bibliothèques et Musées de Belgique*, 18: 75-79 (1947). Published with permission of the Association and Madame Doehaerd.

for anxiety. What we are required to do is not a trifling matter. This work of destruction places us in a position to choose the picture which our contemporary world will leave to the men of the future through the written document. This work places us in the position of having to satisfy the curiosity of future historians by the choice we have made. A futile choice, indeed, as compared with other choices made in the world, or the more urgent decisions of our own lives, but a choice which matters to us intellectually as historians.

I do not need to tell you that any choice is in itself difficult when we cannot escape the necessity for making it, when we must assume the consequences of it and when we alone are responsible: we feel responsible and we are, and that is the source of our uneasiness.

What are we to do to resolve our indecision and take definite action when confronted by archives from which eliminations must be made? We take a guide. But what guide? That is the problem in a nutshell, because it is on the measure of confidence which we have in this guide that our peace of mind will depend. There is one guide ready to take us by the hand, a natural and ostensibly an inevitable one, which tends to dominate all our action and thought in this field, and of which most people who select contemporary records avail themselves. It is *historical interest*. But regardless of how natural, how inevitable it may seem, we cannot deceive ourselves that it is not, in certain respects, a fragile guide.

Why? Because it is an unstable concept.

Let us examine it.

It is clear that the historical interest of a Pirenne or of M. Bloch is not the same as that of Michelet. *Historical interest is a changing, developing concept*. It seems, for example, that it has so far developed in the sense of expanding; today there are more considerations involved in a study of history than there were a hundred years ago. And if we want to characterize this expansion, we might say that, starting from the same basis of *accident* and *occurrence* as political history, it has ended up by bearing on what is permanent and enduring, on a par with social and economic history.

A living and changeable concept, *historical interest* is not, however, a personal concept. What is personal is the inclination which makes us choose this or that aspect for study or work. But all of us understand the interest inherent in all the forms which history assumes in our time. And this common point of view does not depend so much on the same instruction, on the same culture, as on one of the essential aspects of the historian's work. At bottom, he never

does anything but study past problems which have a more or less obvious connection with the present. It is because economic and social problems are of present interest that one studies those of the tenth or fifteenth century. It is because regional tendencies are of current interest that historians inquire into whether our country showed some consistency before 1830, something about which there was no question forty years ago. In this connection, we might say that history is never anything but a variation on the present, and the present is common to us all. An idea which changes with time, *historical interest* is, on the other hand, a subjective concept common to all men of the same period. These observations permit us to appreciate the implications of a choice based on this criterion: and it is perhaps of such a nature as to give us a fallacious confidence — it will not be a personal choice, but the same choice that any archivist or historian of our time would make, or approximately so. When Gachard had the commercial records of Antwerp merchants of the sixteenth century destroyed, his choice was made from the point of view of historical interest in 1840. Such a choice undoubtedly constitutes historical testimony, but it shows decisively the fragility of his point of departure. Under the aegis of historical interest, our choice will never be anything but the choice of a given period. It makes us act in the light of our own time and for our time alone. It thus becomes necessary to think ahead.

Are we then compelled to give to the men of tomorrow only the picture of our own times as seen through our own eyes? Do we have to follow the same procedure as the annalists of the Middle Ages who have preserved only the memory of what they were interested in? The fact is, that we, like them, run the risk of not satisfying the curiosity of the historians of the future. But then, what kind of curiosity will it be? We do not know. We only know that it will change with future society; that if this society tends to develop strongly along agricultural lines, it is on the subject of agriculture that the historical interest of its contemporaries will be crystallized, and our times will be studied from this angle. If, on the contrary, it develops more strongly along industrial lines, facts on industry and industrialists in our time will be brought to light; if sports should unexpectedly play an important role, it is the life of the boxer of 1945 that will be sought. This future historical interest thus constitutes for us a *theoretical unknown*. Will this *unknown* paralyze our action? Can it do so? For there are other criteria for making a choice, criteria which enable us to make it without reference to the point of view of the time in which we

live, and which, without necessarily being in opposition to our historical interest, largely surpass it. And these criteria are given to us by the essential nature, by the purpose of history itself.

It seems that we can agree in saying that the purpose of history is to study society of the past, and the life of the men in this society.

Therefore, regardless of the objective sought, an objective determined by the time in which he lives, the future historian will study only our society and our life in this society.

What conclusion as to the subject with which we are concerned can we draw from this assertion?

That it will be advisable to preserve, in the first place, all documents which will permit the future historian to reconstruct our society, its institutional framework and the collective events which change or inspire it — documents concerning the group or groups of which society is formed, which reflect the behavior of groups of individuals, and which are general in scope. And this document of general scope will always have precedence over documents of *particular* scope. That is a first principle which should always be respected.

Does that mean to say that the *particular* document should be systematically destroyed? No. For the historian also wishes to know how individual life was organized in a given society. If he does not dwell on the individual considered as a unit of thought, of feeling or of creation, he studies social individualism, i.e., the individual as representing a group of men adapted to the same conditions — I would say, as a typical specimen of the human race adapted to a society. It will be necessary in the future to be able to reconstruct what in our time was the behavior of a worker, a peasant, a financier, a merchant, an official, a Music-Hall artist, a professor, a banker, etc., to consider only broad categories. And here I am only drawing a lesson from Pirenne himself, who, in the last volume of his history of Belgium, takes the trouble to describe the life of the small manufacturers at the end of the nineteenth century, and goes so far as to tell us that they lived parsimoniously during the year in order to spend their vacations at Ostend or Spa.

And this concern about conserving typical specimens of individual and social life — I shall not mention the inner life of individuals, which artists and thinkers will immortalize as their responsibility — does not take us very far. Espinas had only to reconstruct the life of a merchant of Douai of the end of the eighteenth century in order to show us the probable conduct of the industrial bourgeoisie of our northern cities at that time. I would say that the

type itself would make possible the elimination of specific cases. It is therefore advisable to establish series and to conserve typical examples of them. This principle of destruction, which permits a great deal to be destroyed, imposes a restriction in a more strictly documentary and practical field; it prohibits us from ever destroying an archival series without having preserved a typical specimen of it.

But is it sufficient to permit the future historian to reconstruct our society and the way in which we lived in it? Everyone will see here the barrier which we might strike: that of preserving only the record of the *qualitative aspect* of historical phenomena.

We know medieval society and its organization, we know the qualitative development of human life and activity during this period, but we will never really know it because it has not left us a single figure!

A final rule thus becomes necessary; we must preserve a *quantitative picture* of our civilization; we must preserve the figures.

Moreover, the development of statistical science, the spirit of which has become instilled to an ever increasing extent in our activities, gives us singular help in this task.

Like the foregoing principle, this one entails a strictly documentary and practical restriction: we shall never destroy documents without taking the precaution of seeing whether figures should not be extracted from them, in brief, without making a quantitative record of the destruction. That is necessary; our work cannot be capricious.

Our choice will then depend upon three principal criteria: to preserve the document of general scope, preserve the types, preserve the quantities; and it is only in the last place that I would refer to *historical interest*, in the name of which we will perhaps preserve, but never destroy.

These are general principles. I intended to make them so general that they might constitute the framework into which each particular case might be fitted. In expounding them, I have only attempted to formulate the doctrine from which practices with which we are all familiar are derived, without, however, having been expressed. Perhaps they may serve as an ideological basis for the codification of these practices. This codification will be difficult, because the nature of the practices requires an eminently flexible form, but it must nevertheless be made. It is urgently necessary to formulate principles of destruction applicable to every type of archives which we are likely to encounter. Mr. Genicot has shown us

the way in a masterful manner. At any rate, I believe that if we keep these principles in mind whenever we are faced with archives from which eliminations must be made, we shall at least be undertaking a task which follows a certain orderly plan and which will be directed at exhausting all possibilities.

The Problem of Modern Archives¹

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A profound change is at present taking place in the composition of Belgian archives and in the work of the technical personnel assigned to them. Until recent years, documents antedating the French Revolution formed their principal and sometimes, almost exclusive content, and archivists were only required to have a thorough knowledge of history and the auxiliary sciences, as well as a sound knowledge of Belgium's past and eventually of the part of the province to the chief town of which they were assigned. But most of the so-called "early" archives are now filed and indexed and we cannot expect that much more will be added to them, except for family or commune records. On the other hand, so-called "modern" archives (subsequent to 1796) are beginning to overflow our depositories. They will necessarily occupy an increasingly larger space and the day is not far off when they will monopolize all the archivists' time. Archivists will then cease to be mere historians; they will have to know in detail all the intricacies of contemporary Belgian administration, and the course on archival economy that they take today during their training period will without doubt be augmented by an intensive course on Belgian institutions since 1830.

This development of modern archives gives rise to serious technical problems. There are a number of points in which modern archives may be distinguished from early archives, principally these two essential ones: they are very voluminous and they are "living," in the sense that the administrative agencies which created them

¹ A translation by Mrs. Magurn, member of the staff of the World Bank, Washington, D. C., from the original French as published in the journal of the Association of Belgian Archivists, Librarians, and Museum Curators, *Archives, Bibliothèques et Musées de Belgique*, 18: 65-74 (1947). Published with permission of the Association and Professor Genicot.

are still in operation. Modern records should therefore be filed according to certain rules, some of which apply to them alone.

Heretofore these special rules have never been strictly formulated. But the time has come to define them as precisely as possible and in full detail and to issue the necessary supplement to the *Manual* of Feith, Fruin and Muller, because, although this manual is excellent in connection with early archives, it leaves a large number of the questions posed by modern archives unanswered. This task, of primary and immediate urgency, is obviously beyond the scope of one person; it can only be carried out by means of a series of exchanges of viewpoints in which all Belgian archivists will participate, or by a committee officially charged with carrying it out.

The present article is a contribution to this collective work. We shall reveal some of the principles which we have followed in filing modern records — some with respect to the selection of documents, and others with respect to the preparation of indexes.

The basic consideration in the selection of modern records is the absolute need for destroying part of them, at least when they are subsequent to 1830 or 1840. For instance, the tax returns prepared annually by the taxpayers of the province of Namur, together with their vouchers, constitute around 10,000 files of average thickness, and it is materially impossible to preserve such quantities of paper.

Moreover, it is not necessary to do so. A good number of current administrative documents can be destroyed without detriment to history, for example those which contain only facts barren of all interest, which can be found in other documents, or which are re-stated in official or private publications. The destruction of a more or less sizable fraction of modern records is thus perfectly legitimate.

It should be done very prudently, however, and by applying tested principles. The first of these might be expressed as follows: all documents which duplicate other documents or printed matter should be destroyed.

Since 1796 and even more since 1830, the central, provincial and even commune administrations have been publishing regularly certain types of documents and certain statistics. The preservation of first drafts, originals and complete or partial copies of documents of this type which do not have any important annotation or correction is naturally contraindicated. In the archives of the provinces and towns we find, for example, a large number of budget statements intended for different administrative agencies; these more or less lengthy statements (many contain only one article) have for

every marginal note only a brief note mentioning the settlement of expenditures; they can therefore be eliminated whenever the corresponding budgets and accounts are printed. You can — and we shall presently come back to this point — frequently destroy documents which have served for drawing up statistics or which have been condensed in the form of statistics.

The application of this principle is justified, however, only to the extent to which official publications are easily available to searchers. Hence it is necessary to have in each archival depository, especially in the provinces, the most extensive administrative library possible, and, since this library will never be complete, to prepare a "catalogue of official publications" since 1830, which would contain some brief indication as to the exact content of each of the publications and indicate the library or libraries where they might be obtained for reading or consultation. This catalogue would be useful not only to visitors to our depositories; it would also render the greatest service to the archivist in charge of the selection of a modern record group by giving him a list of all the publications where certain documents of this group might be published.

All documents which serve the same purpose as others should also be eliminated, with the removal, first of all, of material duplicated within one file or folder. With the present development of bureaucracy, many matters are submitted to several authorities before being settled. Thus a sometimes impressive number of copies is added to the original report, together with acknowledgments and routing slips and other papers of this kind which do not add anything new and which it would be absurd to keep; their systematic elimination easily transforms thick files into manageable ones.

Material duplicated within the same record group should be eliminated next. Many modern collections of records, especially legal records, contain parallel series in which some documents closely reproduce or summarize others and should therefore be eliminated. It is useless to retain lists, dockets, conclusions, proceedings, summary notes on hearings and judgments in the archives of a civil court; it suffices to keep the dockets, conclusions and sentences and, in exceptional cases, any proceedings which contain correspondence or other papers with more complete information on certain points than the dockets. It is the task of the archivist to examine these parallel series and decide which should be destroyed. This is naturally a very delicate matter and requires a close study of the documents to be selected. To facilitate it, it would be desirable for every

archivist who has classified a modern records collection to prepare a well-documented report on the principles which he has followed. This report should especially give details on the series which he has kept and those which he thought could be legitimately destroyed. It would then be discussed at a meeting of archivists. After a certain time we would in this way have a body of rules applicable to the selection of each type of modern archives. If such a procedure is not followed, the result will inevitably be that the archivists in charge of selecting records in one place will waste a great deal of time on a preliminary study of the documents, a perfectly useless study because it has already been made by his colleagues at another place, since similar collections may be kept in each depository. And, with far more serious results, several archivists working separately might reach different conclusions; some might eliminate series kept by others and identical records might be handled differently from one depository to another.

Within the same record group there may still be overlapping among "primary" documents and statistical statements derived from them. The former may be kept or destroyed according to whether or not they give details of real interest not found in the latter. Thus we find in the files of the provincial government of Namur both the lists of provincial automobile, bicycle, and dog taxes and the annual census of the number of autos, bicycles, and dog taxes, as well as the fines which have been imposed. We can not go so far as to destroy the lists of automobile taxes prior to 1914, because the corresponding census statements do not permit the development of this new method of locomotion to be closely followed, or a study to be made of the region and social class in which it was first used. On the other hand, there is no reason to keep the list of dog taxes, especially since they do not indicate pedigrees.

Duplication may exist not only within the same depository, but also from one group to another. The same district budgets and accounts are found at the same time in the district files, the files of the "arrondissement" and the provincial government. Cognizance of infractions of weights and measures regulations is taken in the reports of inspectors sent to the provincial government and in the decisions of the lower court which have passed sentence on them. And it is obvious to specialists that the majority of the files of the local and regional sections of the Relief and Food Committee could be destroyed because they have been recopied or summarized sufficiently in the files of the provincial divisions.

Finally, there may be duplication among documents kept in dif-

ferent depositories. This is especially true in the case of documents kept at the same time in the files of a ministry, which are deposited in the General Archives of the Kingdom, and in the documents of a provincial government office or a regional bureau under this ministry, which are sent to the archives of the interested province. The desire to facilitate the research of local historians justifies the preservation of the copies of the papers held in provincial depositories, insofar as they have enough space. But some day space will undoubtedly be insufficient and it will then be necessary to apply in all its severity the first principle of destroying documents containing duplicate material.

The second principle which we propose to follow in the selection of modern archives is that of eliminating documents which lack historical interest. In all record groups there are papers, even complete series, which are of no importance or which are of such slight importance that it is unnecessary to keep them. We cite for instance the case of the provincial government files which contain the appointments of private guards and, in the case of the lower courts, all the papers relating to the settlement of the expenses of criminal suits. As in the case of parallel series within the same record group, the archivist must make a choice. If left to himself, he runs the risk of permitting himself to be guided by subjective considerations and of taking arbitrary decisions. That is why it would be desirable to achieve common accord among archivists as to the list of series which, in each type of record group, can be destroyed as being of insufficient interest.

But there are some series of documents which are of real importance but which nevertheless cannot possibly be kept in their entirety. The most striking case is that of tax returns, mentioned at the beginning of this article. Space is lacking to keep them all, but they should not be destroyed completely. It is therefore necessary to keep some of them. First of all, we should preserve those which are of special interest because of the years from which they date, particularly those from 1914 to 1918. Then, among the others, which are all of the same interest, we shall keep certain specimens selected at random and which will serve as samples. Thus, in Namur, it was decided on the one hand to keep all the returns for one year out of ten, 1900, 1910, etc., and on the other hand to keep those for every year for certain typical towns and certain city streets, a large agricultural village of the North, an industrial town of the Basse-Sambre, a semi-agricultural, semi-industrial borough of Entre-Sambre-et-Meuse, certain villages of Condroz, Ar-

denne and Fagnes, a middle class street, a large commercial thoroughfare, a street thickly settled with small shops, a wealthy boulevard and a new suburban avenue. Here is another example of the application of what could be called the sampling principle: In criminal courts, the reports of cases which were not prosecuted constitute a bulky mass of documents which, if taken separately, are of no interest but which together are very revealing of the conditions existing in a town, for example. Therefore we can neither keep nor eliminate all of them. The best solution would appear to be to keep primarily those of the "crisis years," 1870, 1871, 1884, 1894, 1902, 1914 to 1919, and, for normal periods, those for one year out of ten.

Of course, there are in modern as well as in early archives certain series of documents which must be kept in their entirety, as, for example, the correspondence of the presiding judge in a court of inferior jurisdiction or the records of the general police and of the general events in the records of a provincial administration. There may even be records, land records, for instance, which must be kept absolutely intact. Thus, if space is lacking in the depository, they should not be destroyed but a new place should be made for them.

Briefly, those are three of the rules which might permit a solution of the first technical problem raised by modern archives, that of crowding and insufficient space. The second, the preparation of indexes, is much easier.

All modern archives are necessarily incomplete: they contain only a part, the oldest, of the documents received or issued by the agency which created them. At variable intervals new documents are acquired, documents which differ only as to date from those hitherto filed and which are simply a chronological extension of the latter. How should these files be classified?

The adoption of decimal numbering appears necessary, to begin with. This permits the incorporation of new documents into old files at any time and in their logical place in the series to which they belong, without disturbing the existing classification. For this it is necessary only to divide the group into sections numbered from 1 to 9, the sections into subsections serially numbered from 10 to 19, from 20 to 29, etc., the subsections into groups designated by three figures, 100 to 109, 110 to 119, etc., until there is a strictly chronological series which may be numbered continuously.

To understand this system better, here is an example of the ap-

plication of decimal numbering to a record group, that of a court of inferior jurisdiction.

First, the general classification plan:

1. General

- 10 Organization of the court
- 11 Correspondence of the court
- 12 Correspondence on the laws of "7 vendemiare, year IV and 19 fructidor, year V" (French Republican calendar dates) on religious buildings and clergyman's oaths
- 13 Activity of the court. Statistics
- 14 Building and other property
- 15 Accounts. Petty expenses
- 16 Legal summaries
- 17 Collection of local police regulations

2. Public Prosecutor's Office

- 20 Correspondence
- 21 Births, marriages and deaths
- 22 Supervision of police courts
- 23 Documents concerning notaries and solicitors
- 24 Documents concerning officials (civil servants) and sworn officials
- 25 Healing arts
- 26 Committee of wards for parolees and children

3. Civil and Commercial Court

- 30 Rulings of court in session
- 31 Summary inquiries and counter-inquiries
- 32 Record of proceedings
- 33 Findings (decisions)
- 34 Civil procedures
- 35 Cause list
- 36 Civil trials (judgments)
- 37 Unclosed proceedings
- 38 Bankruptcies
- etc. . .

Here are two samples of the detailed plan of one section:

2. Public Prosecutor's Office

- 20 Correspondence
- 201 Registers 1849-1854
 - 2010 1849
 - 2011 1850
 - 2012 (Reserved, register missing)
 - 2013 1852

- 2014 1853
- 2015 1854
- 202 Circulars received and issued 1808-1898
- 203 Correspondence with the Attorney General 1828-1909
 - 2030 1828 to 1886
 - 2031 1887 to 1909
- 204 Records of Attorney General's reports, 1896-1904
 - 2040 1896 to 1899
 - 2041 1899 to 1904
- 205 Miscellaneous correspondence 1825-1920
- 3. Civil and Commercial Court
 - 30 Rulings of court in session on petitions, injunctions, trials, inquiries, etc., year VIII-1830
 - 300 Year VIII-XII
 - 301 Year XIII
 - 302 Year XIV-1806
 - 303 1807
 - 304 1808
 - 305 1809
 - 306 1810
 - 307 1811
 - 308 1812
 - 309 1813
 - 3010 1814
 - 3011 1815
 - 3012 1816
 - etc. . . .
 - 3026 1830
 - etc. . . .

Although this system theoretically has an incontestable superiority over others, it presents serious difficulties in practice. For example, it makes it necessary to leave a large amount of shelf space at the end of each chronological series to avoid extensive manipulations at the time of subsequent acquisitions and thus causes a great deal of space to be unutilized. It would probably also cause much confusion and error. Would not our file clerks become confused by numbers with 4, 5 and even 6 figures placed in close succession on the shelves in a way so disturbing to the uninitiate? Would they be able quickly to find the requested document for the visitor and always put it back into its proper place?

It would be better to apply a simpler system: place the documents on the shelves and number them as a single continuous series in the order in which they are received. This method will obviously

end by breaking the unity of the files on the shelves; future acquisitions will be separated, series will be divided, part will be located in one place, another part farther away and still another perhaps elsewhere. But that will not be important provided the unity of the files is reestablished, the series reconstituted, in the index.

The index should therefore be prepared according to the following principles:

Documents cannot be listed therein, as in the case of the indexes of early archives, in strict serial order, as this would make consultation simply impossible. They will have to be listed in chronological order, without regard to the serial numbers. This will require that the index be established on loose-leaf sheets (we will not discuss the card indexing system, the objectionable features of which are too obvious), that each page be devoted to a single chronological series and that the page be turned at the end of the series; otherwise it would be necessary to rewrite the list completely at each inventory taking. Thus it will be possible, at the time of later acquisitions, to complete the index, series by series, by using the blank left at the foot of each page and, if necessary, by inserting a new sheet.

The use of loose-leaf pages instead of a record book will not result in the loss of pages. There are today systems of loose-leaf binding, especially the spiral type, which guard against this danger.

In order to clarify the essential features of this method of classifying and indexing, we shall use again the example given above. At the first entry, the documents are numbered in the usual order, as a single series, without reserving any numbers (except to fill in a small gap later). Assume that we reach the figure 2,825.

The Rulings of Court in Session are numbered serially:

560	Year VIII-XII
561	Year XIII
562	Year XIV-1806
	etc. . . .
570	1814
571	1815
572	1816
	etc. . . . up to
622	1864

The next series, Summary Inquiries and Counter-Inquiries, is

623	Year VIII-IX
624	Year X-XI
	etc. . . .

At the time of second acquisitions, the documents are numbered from 2,826 and the Rulings of Court in Session for the year 1865 and thereafter are numbered from 3550, for example

3550	1865
3551	1866
3552	1867
	etc. . . .

In the index prepared at the time of the first acquisitions, one or several pages are devoted to Rulings of Court in Session, and we turn to the next page for Inquiries and Counter-Inquiries as follows:

	p. 80	
620	Rulings of Court in Session	1862
621	"	1863
622	"	1864
The rest of the page is left blank		
	p. 81	
623	Summary Inquiries and Counter-Inquiries	Year VIII-IX
624	"	" X-XI
	etc.	

At the time of the second acquisition, the index is completed series by series and page 80 then looks as follows:

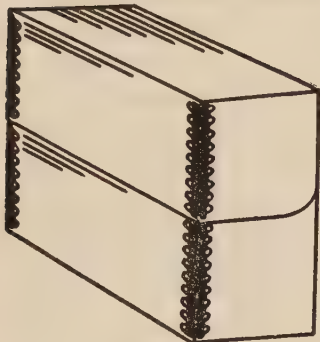
	p. 80	
620	Rulings of Court in Session	1862
621	"	1863
622	"	1864
3550	"	1865
3551	"	1866
3552	"	1867
	etc.	

If necessary, a page may be inserted and numbered 80a, or all the pages may be renumbered and the table of contents remade, which requires only slight effort.

The problems of selection and numbering are not the only ones raised by modern archives. There are others, for example, that of format and delivery. Administrative agencies should standardize the format of their records or at least avoid as far as possible the use of those enormous sheets which do not fit into our shelves and are difficult to handle, and, in particular, they should send in the documents which are no longer essential to them, at periodic intervals and as early as possible. But here the solutions do not depend on the archivists alone and we shall not attempt to prescribe them.

In concluding the brief study which we have just made, we advocate the following measures: (1) the creation of a course on the administrative organization of Belgium since 1796, which would be given to trainees; (2) the establishment of a "Catalogue of official publications" since 1830; (3) the establishment of a committee of archivists, or the organization of meetings of archivists, for the purpose of defining the general principles applicable to the classification of modern archives; (4) the presentation by each archivist who has classified a modern record group of a well-documented report on this work, and the organization of meetings at which these reports would be discussed, in order to draw conclusions as to particular rules applicable to the selection of each type of modern archives; (5) the adoption of serial numbering for the classification of modern records, provided that the indexes are adjusted.

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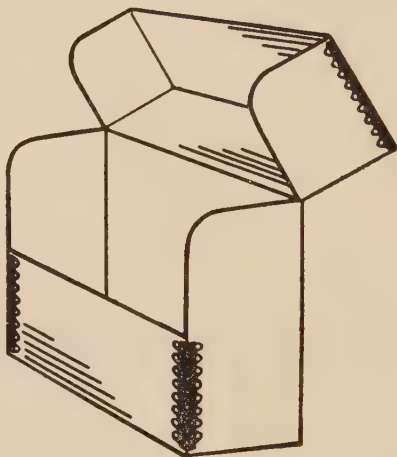
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The President's Page

By PHILIP C. BROOKS

The National Archives

PROBABLY no member of the Society has been free from concern lately over the role that archivists and manuscripts custodians might play in a national mobilization. As this is written no one can say what the turn of events may be, but mobilization is actually under way. We should have been considering our readiness and how best we can perform in an emergency.

A review of archival activities in the last war stresses the lesson that war is a great stimulant, and that most of its civilian activities are simply accelerations of peacetime functions.¹ Our main concerns were protection, selection and assembly, and providing information from records in our care. Emphases changed: protection from war hazards shaded normal deterioration; selection and accessioning dealt mostly with the rapidly multiplying recent materials; and in reference service private research had to be sidetracked for widely varying war uses of records.

The Society began the war with four special committees on war problems; two were later merged and the others were rather short lived. As on many other occasions, the Society's contributions were chiefly as a stimulant to activity by governmental and other bodies that had administrative resources, and as a clearing house of information on activities within our own field. Our common interest in solution of problems remained high, and some of our most profitable meetings were held during the war.

Our stimulus to governmental agencies included, of course, cooperation with the National Archives, but that was by no means all. Another constant principle was proved again; we do not live alone as a profession, but share responsibilities with many others. Thus archivists and manuscripts custodians worked closely with museum and fine arts custodians and librarians in the Committee on Conservation of Cultural Resources. Nor was the activity all at Washington, by any means. State, county, and municipal records

¹ These activities were described in my article, "Archives in the United States During World War II," *Library Quarterly*, 17: 263-280 (Oct. 1947).

and holdings of countless manuscripts collections figured in protection, selection, and reference use.

Surely more than half of our members changed their individual occupations. Direct military service and transfers to war agencies of government made our mailing list a kaleidoscope. Even so, many went into work that called upon their special qualifications, primarily in records administration and historical writing. One of the most interesting tasks of my term as Secretary of the Society was to provide the list of archivists included in the National Roster of Scientific and Specialized Personnel.

In 1950 some circumstances have changed, though the basic elements are the same. The trend toward decentralization is probably the most striking aspect of defense planning. Improved protection for records against war hazards is still in the planning stage, constituting to my mind a serious lag. Records administration in State governments as in Federal is a much more definitely recognized part of the picture than in 1940. We are better prepared to cope with the selection problems in the ever growing mass of records. Archivists and manuscripts custodians are prepared to provide emergency reference service if we can keep our staffs reasonably well-manned.

While the most direct steps must be taken by the institutions and individuals themselves, I believe the Society has a real contribution to make, and I hope that some definite mechanism for considering war problems can be set up at the Madison meeting. Meanwhile our members might give thought to our group responsibilities and make suggestions to me or to the Secretary, or bring them to the meeting.

FEDERAL RECORDS ACT OF 1950

The proposed Federal Records Act of 1950, abstracted in the July issue of the *American Archivist* (p. 319) passed Congress, with minor changes, and became *Public Law 754* (81st Congress, 2d Session) on September 5, when it was signed by the President.

Archives in Colleges and Universities: Some Comments on Data Collected by the Society's Committee on College and University Archives

By DWIGHT H. WILSON

*Chairman, Committee on
College and University Archives*

IN the summer of 1949 a survey was made to determine the extent of archival awareness in institutions of higher learning in the United States and Canada. That survey was, of necessity, limited to 200 schools selected to cover as wide a range as possible — class, location, and size. The statistical data collected were presented in the 1949 report of the Committee on College and University Archives.¹ Aside from the statistical results, however, there emerged several points which merit some discussion.

The survey reveals some strange conceptions of what a college or university archives should be. One university archivist, for example, stated that his work of collecting business records was of more importance than collecting and preserving the official records of his university! Yet Federal and State archivists have been preaching for years that it is the business of an archival agency first to serve the institution or organization that created it. Another school announced the establishment of its archives department with the avowed purpose of collecting the records of the city in which the college is located but, since nothing was reported to the Committee about the records of the college itself, there is some doubt as to whether the archives of that institution should be classified as college or municipal. Among other statements received that confused the Committee were the following:

We are mindful of the importance of preserving all kinds of data which re-

¹ *American Archivist*, 12: 62-64 (Jan. 1950). Additional answers have been received since this report was made, and the current number of colleges and universities surveyed and claiming to have archives is now eighty-four.

cord the history and development of the institution and are glad from year to year to add *items* to our *collection*. (Italics mine.)

I have the title of archivist but have really nothing to do with the archives. I do no work with any of this material.

It is understandable that some State-controlled universities are constrained to have their archives serve as the depositories for both official State records and regional history. Nevertheless, the question does arise as to whether a college or university archives should serve in that capacity when the State has a functioning historical society and a well-organized department of archives.

Too many of the schools reporting apparently have not yet comprehended the modern objectives of archival agencies. For this reason, their archivists are usually given one or two rooms in the library with the expectation that nothing will be preserved but old programs, a few very ancient trustee and faculty minutes, and some college publications. As yet only a limited number of colleges and universities recognize all the values that should be considered in appraising records — administrative, legal, and research. Of the eighty-four colleges and universities reporting to the Committee only two indicated in the fifth edition of *American Universities and Colleges* that they had an archives. One of these confessed to the Committee that little is being done with its archives; the other stoutly denied having any archival unit! Whatever the case may be, rarely can there be found any mention of the archives in student bulletins, yearbooks, or catalogs. This, in spite of the fact that every other administrative service is described in such publications. In some cases this omission could stem from the fact that the archivist himself is too retiring. Often he spends considerable time and effort developing his program without even the faculty being aware of what he is doing. The head of a department at one of the larger universities questioned me at length about the *raison d'être* of archives, and ended the conversation with: "Well, I am very interested, because we don't have any such program at the University of ———." The very next week I learned that his school had had an archivist for the past six years!

In this connection one very pertinent fact emerges. Where the administrators are interested in and appreciate the value of archives, the faculty or the board of trustees may be indifferent to or even hostile toward the establishment of an archival program. The librarian of a certain college which places great emphasis on impeccable scholarship informed the Committee that: "If I were to mention the fact that . . . the records of faculty meetings and

such were kept in the library, I can see the amazement on the faces of those who have the keeping of those records in their hands. It would be an entirely NEW idea to them, and would not meet with acceptance from them I can assure you."

There now remains one other negative fact of importance to note. On the basis of what qualifications do some administrators appoint archivists? Is the registrar or bursar appointed archivist because he deals with student or business records and is thereby believed automatically qualified to administer all records? Is the professor of botany appointed archivist because he is teaching only four hours this semester? Is the librarian appointed because the administrator thinks libraries and archives are one and indivisible? Or is a faculty member simply picked at random with the remark, "You're it!" Many of the newly-fledged archivists confessed to the Committee that they are beyond their depth and do not know where to start or where to go after they start.

The positive side of the picture is somewhat brighter. While we may regret that many archives do not recognize the sharp line of demarcation between historical documents and archival material, we are grateful to the "historical collections" in colleges and universities which make a place for the archives of the institution. These are well exemplified by Washington and Jefferson, and the Universities of Michigan and Virginia.

Gradually American colleges are moving away from the "one or two rooms for the archives" idea. One institution, though still housing them in the library, has secured a five-stack area for its archives; another has been allotted enough space in which to install equipment similar to that used in National Archives. Still others have found that their libraries are not large enough to house both books and a steady accumulation of records. The president of Lincoln Memorial University in Tennessee, for example, is campaigning for a million dollars, a part of which will be used to erect a suitable building for the Lincoln Memorial University Archives. And at least one major Eastern university is quietly consulting plans of archival buildings.

Still looking on the brighter side, more and more schools are employing full time professional archivists and giving them substantial cooperation. Where librarians or others have been put in charge of the archival programs, recognition is being given to the fact that library techniques will not suffice for the handling of records in bulk. Therefore many of the officials responsible for archives have taken or are planning to take the intensive summer

course in archival administration offered by American University under the direction of Dr. Ernst Posner. In addition, they are visiting other college and university archives, and they have also discovered what college presidents have long known — that they can learn much by writing to others in the field for suggestions and ideas.

Although most educational institutions make no mention of their archives in their official publications, they are beginning to list the names of the archivists, and many permit the issuance of separate bulletins describing the aims and objectives of the archives. Catholic University recently took a big forward step by holding public ceremonies in connection with the inauguration and blessing of its archives by a high church official.

Already many of the conceptions noted earlier in this discussion are changing. One of the most interesting facts revealed by the Committee's survey was that administrators are beginning to *plan* for their archives. A surprisingly large number of college and university presidents have written to the Committee asking where literature on archives can be secured, and requesting suggestions on the establishment of archival programs. To these we have unhesitatingly offered the following suggestions, to be used where practicable: (1) employ a trained archivist; (2) make the archives an integral part of the administrative set-up rather than a mere appendage to it, with the archivist directly responsible to the president; (3) establish the archives as an agency independent of the library, though perhaps housed in the library building; (4) insist that the primary function of the archives be the preservation of official records of the institution for possible evidential value — administrative, legal, or research; that historical documents *not* concerned with the university be properly placed in the manuscript collection of the library; that generally, the archives will comprise: records of administrative officers and departments (correspondence files), minutes of trustee, faculty, and committee meetings, samples of student notes and faculty lecture notes, examinations, official publications of the university, records of student organizations and classes, and pictures of university people and places, including blueprints of university buildings.

A number of schools readily acknowledge a debt of gratitude to the professor emeritus or the librarian who, unacknowledged, voluntarily undertook the task of collecting and preserving everything of value that could be found. These archivists without portfolio

have worked against the day when the school would recognize the significance of its records.

Appended is a list of college and university archives responding to the Committee's survey questionnaire, together with the names and titles of the persons reported to be in charge of archives at that time. This list does not include those schools interested in establishing archives nor those now in the planning stage. It is hoped that some day a more scientific survey can be made of the remaining 11,800 colleges and universities in the United States. At least, this survey has furnished a basis for judging the present status of college and university archives.

COLLEGE AND UNIVERSITY ARCHIVES IN THE UNITED STATES AND CANADA

<i>STATE & INSTITUTION</i>	<i>PERSON IN CHARGE</i>	<i>TITLE</i>
<i>ALABAMA</i>		
Tuskegee Institute	Mrs. Jessie P. Guzman	Director, Research and Records
<i>CALIFORNIA</i>		
University of California (Berkeley)	May Dornin	Head, Dept. of Archives
University of California (L. A.)	Neal Harlow	Head, Dept. of Special Collections
University of Southern California	Myrtle G. Hart	Archivist, Reference Librarian
<i>CONNECTICUT</i>		
Yale University	David H. Clift	Assistant Librarian
<i>DELAWARE</i>		
University of Delaware	John A. Monroe	Archivist
<i>DISTRICT OF COLUMBIA</i>		
Catholic University of America	Rev. Henry J. Browne	Archivist
<i>FLORIDA</i>		
University of Florida	Richard S. Johnson	Keeper of the Archives, Registrar
<i>GEORGIA</i>		
Emory University	Richard B. Harwell	Assistant Librarian
Telfair Academy of Arts & Sciences	Mrs. Dolores B. Floyd	Archivist
<i>ILLINOIS</i>		
University of Chicago	Mabel Dean	Archivist
University of Illinois	Icko Iben	Archivist, Newspaper Librarian
Roosevelt College	Robert Dibble	Chairman, Historical Files and Records

<i>STATE & INSTITUTION</i>	<i>PERSON IN CHARGE</i>	<i>TITLE</i>
Southern Illinois University	Prof. E. G. Lentz	- - - -
Augustana College	Rev. I. O. Nothstein	Archivist
<i>INDIANA</i>		
University of Indiana	Mrs. Mary B. Craig	Archivist
University of Notre Dame	Rev. Thomas T. McAvoy	Archivist
Purdue University	Esther Schlundt	Reference Librarian
<i>IOWA</i>		
Central College	Mrs. Robert Lautenbach	Archivist
State University of Iowa	Ralph E. Ellsworth	Director of Libraries and Archivist
<i>KENTUCKY</i>		
Centre College of Kentucky	Mrs. Dorothy T. Cullen	Librarian
University of Kentucky	Jacqueline Bull	Archivist
<i>LOUISIANA</i>		
Louisiana State University	V. L. Bedsole	Head, Dept. of Archives
Tulane University	Susan Keane	Reference Secretary
<i>MAINE</i>		
Colby College	James Humphrey III	Librarian
<i>MARYLAND</i>		
Mt. Saint Mary's College	Rev. Hugh J. Phillips	Librarian & Archivist
<i>MASSACHUSETTS</i>		
Amherst College	Rena M. Durken	Curator
Boston University	Prof. Robert E. Moody	Archivist
Harvard University	Clifford K. Shipton	Custodian of Archives
Smith College	Mrs. Margaret S. Grierson	Archivist
American International College	Eulin Klyver Hobbie	Librarian and Archivist
Mount Holyoke College	Mrs. Marion M. Randall	Acting Librarian
Massachusetts Institute of Technology	Vernon D. Tate	Director of Libraries
<i>MICHIGAN</i>		
University of Michigan	Lewis G. Vander Velde	Director, Michigan Historical Collections
<i>MINNESOTA</i>		
University of Minnesota	Marian A. Huttner	Princ. Librarian (Arch.)
Saint Olaf College	Olaf M. Norlie	Archivist
<i>MISSOURI</i>		
University of Missouri	Ralph H. Parker	Librarian
Northeast Missouri State Teachers College	Pauline Knobbs	Archivist
<i>MONTANA</i>		
Montana State University	Lucile Speer	Documents and Serials Librarian
<i>NEW HAMPSHIRE</i>		
Dartmouth College	Hazel E. Joslyn	Archivist

<i>STATE & INSTITUTION</i>	<i>PERSON IN CHARGE</i>	<i>TITLE</i>
<i>NEW JERSEY</i>		
Princeton University	Henry L. Savage	Archivist
Rutgers University	Richard P. McCormick	Prof. of History
Drew University	O. Gerald Lawson	Librarian
<i>NEW YORK</i>		
Colgate University	Howard D. Williams	Archivist
Columbia University	M. Halsey Thomas	Curator, Columbiana
Fordham University	Maurice L. Ahern	Archivist
Rochester University	Margaret Butterfield	Curator, University Archives
Union College	Helmar L. Webb	Librarian & Archivist
Utica College	Glenn Thompson	Archivist
Hamilton College	David Wilder	Librarian
<i>NORTH DAKOTA</i>		
State Teachers College	Nellie R. Swanson	Acting Archivist, Librarian
University of North Dakota	Della Mathys	Librarian
<i>OHIO</i>		
Antioch College	Bessie L. Totten	Curator
Hebrew Union College	Selma Stern-Taeubler	Archivist
John Carroll University	Rev. James A. Mackin, S.J.	Archivist, Director of Library
Marietta College	George J. Blazier	Librarian
Wilmington College	Willis H. Hall	Professor of History
<i>OKLAHOMA</i>		
University of Oklahoma	Gaston Litton	Archivist
<i>OREGON</i>		
University of Oregon	Martin Schmitt	Curator, Special Collections
Willamette University	- - - -	Librarian
<i>PENNSYLVANIA</i>		
Franklin & Marshall College	Elizabeth C. Kieffer	Reference Librarian
Moravian College & Seminary	Rt. Rev. S. H. Gapp	Archivist
Pennsylvania State College	Ralph W. McComb	Librarian
University of Pennsylvania	Leonidas Dodson	Archivist
Susquehanna University	Hilda G. Kolpin	Librarian
Temple University	Edith Cheney	Curator
Washington & Jefferson College	Charles M. Ewing	Director, Historical Collections
<i>RHODE ISLAND</i>		
Brown University	William E. Louttit	Archivist
<i>TENNESSEE</i>		
Fisk University	- - - -	Archivist and Records Administrator
Lincoln Memorial University	R. Gerald McMurty	Director of Archives
The University of the South	Mrs. Oscar N. Torian	Archivist

<i>STATE & INSTITUTION</i>	<i>PERSON IN CHARGE</i>	<i>TITLE</i>
<i>TEXAS</i>		
University of Texas	Winnie Allen	Archivist
Trinity University	Mrs. Theresa R. Simms	Librarian
<i>VIRGINIA</i>		
Richmond University	Lucy T. Throckmorton	Acting Librarian
University of Virginia	Francis L. Berkeley, Jr.	Curator of Manuscripts
<i>WEST VIRGINIA</i>		
Washington & Lee University	Ollinger Crenshaw	Professor of History
West Virginia University	E. M. Grieder	Librarian
Bethany College	Mrs. Edna Woolery	Assistant Librarian
<i>WISCONSIN</i>		
Beloit College	Prof. Robert K. Richardson	Archivist
<i>WYOMING</i>		
University of Wyoming	Lola M. Homsher	Archivist
<i>CANADA</i>		
Université Laval	Abbé Arthur Maheux	Archiviste
University of Saskatchewan	Lewis H. Thomas	Provincial Archivist
Victoria University	Margaret Ray	Associate Librarian

The Zionist Central Archives¹

THE Zionist Central Archives were founded in Berlin in the summer of 1919 on the initiative of the late Dr. Th. Zlocisti, well known physician and writer (biographer of Moses Hess) and Dr. A. Hantke, then member of the Zionist Executive. In the year 1933 the Institution was transferred from Berlin to Jerusalem and in the year 1938 its collections were housed in suitable quarters specially constructed and furnished for the purpose in the Central Building of the Executive of the Zionist Organisation and the Jewish Agency for Palestine, in Jerusalem.

The Institution was originally known as "The Archives of the World Zionist Organisation," and in keeping with its designation it was entrusted with the housing and arrangement primarily of the files and old documents of the Executive of the World Zionist Organisation and its central Institutions. At the same time, however, it also set itself the task of concentrating, in the course of time, all documents and writings relating to the history of the Zionist Movement and Organisation through all phases of development, and it began effecting that purpose. Only upon the Institution's transfer to Jerusalem, however, was it given the opportunity of enlarging the sphere of its activity in a systematic manner. Since then the Institution has been officially known as the "Zionist Central Archives," and it has been charged with the duty of gathering together, as fully as possible, all documents in manuscript, print, or photographs, relating to the history of Zionism in all countries and in all periods, as well as those relating to the history of the Jewish Community in Palestine.

The Collections of the Zionist Central Archives at present include:

a) about 70,000 official files of the Central Zionist Institutions, beginning with the time of the founding of the Zionist Organisation by Theodore Herzl (1897), among them the historical archives of the following Institutions: The Central Offices of the Executive of the Zionist Organisation at Vienna (1897 — 1905), Cologne (1905 — 1911), Berlin (1911 — 1920), London (1917 onwards), Jerusalem (1936 — 1940); The "Committee for the Investigation of Palestine" and "The Palestine Ressort" (The Pales-

¹ Revision of a leaflet previously issued by the Archives from its headquarters in the Jewish Agency Building, Jerusalem.

tine Department of the Inner Zionist Committee) (1903 — 1913); The Palestine Office in Jaffa — Tel Aviv and Jerusalem (1908 — 1918); The Zionist Commission (1918 — 1921); The Branches of the Central Zionist Office at Copenhagen (1915 — 1920); Berlin (1920 — 1924) and Paris (1918 — 1927); The Zionist Representative at Constantinople (1913 — 1918); The Offices of the Zionist Congresses (1921 — 1939); The Congress Court and the Zionist Court of Honour (1923 — 1935); The Head Office of the Jewish National Fund (1907 — 1927); The Head Office of the Palestine Foundation Fund in London (1920 — 1926) and its Central European Department (1920 — 1924); The Palestine Land Development Company (1908 — 1930); The Department of Immigration at Tel Aviv — Jaffa and Haifa (1920 — 1935); The Hebrew University Board in London (1919 — 1934); The Joint Committee set up by the Jewish Agency for the Aid of German Jews (1933); The Office for German Jews in London (1933 — 1938); The Youth Department of the Zionist Executive in Berlin (1925 — 1930); The Editorial Offices of the *Haolam* (1924 — 1934); The Palcor Office (since 1934); The Zionist Organisations in Holland (1907 — 1938), in Eastern Galicia and in Mauritius (1941 — 1945). Additional files of official Institutions are constantly being handed over to the Archives when they are no longer required for the current activities of these Institutions.

b) Private Archives and Collections of Documents from the Hibbath Zion period to the present time. This Department at present contains upwards of seventy-five archives of various personalities and Institutions. The most treasured among these archives are the literary and political archives of the late Theodore Herzl, which includes the very rich literary remains of the founder of the Zionist Organisation. The Herzl archives have been augmented, due to systematic efforts over a period of years, by a large collection of Herzl's letters from his childhood to almost his last day. This collection now contains more than 4,000 of Herzl's letters in the original, or copy or photostat. Among the other collections in the department, mention should be made here of the archives of the following persons and Institutions (in alphabetical order):

Chaim Arlosoroff; W. Bambus; Jehoshua Barzilai-Eisenstadt; Benei Moshe; Eliezer Ben-Yehuda; Jizhak Ben-Zvi; Jacob Bernstein-Kohan; Jona Dov Blumberg; Dr. M. I. Bodenheimer; Dr. Zvi Peretz Chajes; G. G. Cohen; Alter Druyanow (the archives of the latter, and the important collection of documents relating to the history of the Hibbath Zion Movement, which were partially

kept and completed previously by the "Brit Rishonim" and which include remnants of the Archives of the "Odessa Committee" and various Hibbath Zion Societies, as well as the remains of the archives of J. L. Pinsker, M. L. Lilienblum, Rabbi Zvi Hirsch Kallischer, Rabbi Schmu'el Mohilever, Rabbi S. I. Finn, I. L. Appel, the Bilui Zeev Dubnov, Yehuda Leib Halevi Levine and others); Dr. Harry Epstein (regarding Zionist activities in various communities in Germany); M. Ezrachi-Krichevsky; Jean Fischer; Dr. A. Friedemann; Se'ev Gluskin; Boris Goldberg; J. L. Goldberg; Grand Rabbim Zadok Kahn, Paris; Chajim Kalvariski-Margalith; Jacobus H. Kann, Haag; Isaac Gruenbaum; Mordechai Ben Hillel Hacohen; Dr. A. Hantke; The Hovevei Zion Association in England; Bezalel Jaffe; Leib Jaffe; The Jewish Territorial Organization (ITO); Hillel Joffe; Rev. J. K. Goldbloom; Dr. Jacob Klatzkin; Dr. Shmaryahu Levin; Z. D. Levontin; Dr. Joseph Lurie; Professor M. Mandelstamm; Menashe Meirowitz; Benzion Mossinsohn; Arie Leib Motzkin; Max Nordau; Yehiel Michel Pines; A. Podlischewsky; Shaul Pinchas Rabinowitz; Rabbi Dr. Isaac Ruel; Dr. Arthur Rupp; Dr. H. Schachtel; Dr. Yehiel Tshlenow; Davis Trietsch; Joseph Trumpeldor; Menachem Ussishkin; Professor Otto Warburg; Gedalya Wilbushewitz; David Wolffsohn; Israel Zangwill; Theodor Zlocisti; I. Zollschan, and parts of the archives of others, and large numbers of odd documents.

These archives were for the most part handed over to the Zionist Central Archives, either in trust or as gifts, by the owners or their heirs. In part they were transferred to the Archives on permanent trust by the Jewish National and University Library in Jerusalem. The documents in these archives to a great extent supplement the historical material in the official archives and embrace, in addition, the history of the Zionist Movement and the Upbuilding of Palestine during the periods preceding the establishment of the World Zionist Organisation.

c) The Archives relating to the Jewish Community in Palestine and its History.

This department, which was created in recent years, has a double purpose. Firstly, to gather together as far as possible all the written and printed sources relating to the history of Palestine upbuilding in all periods, and secondly, in collaboration with other archives and central and local Institutions, to make provisions for the safeguarding and registering of the archives of the Jewish settlements in Palestine, in so far as these historical archives will not be handed over for preservation to the Zionist Central Archives.

Of the original material already preserved in our archives, mention should be made of the Archives of the Provisional Committee of Palestine Jews (1918 — 1919), The Vaad Leumi (The National Council of Palestine Jewry till the foundation of the State of Israel), the Jewish Community Council in Haifa (1914 — 1934), The Mishmar Haam (Home Guard) in Jerusalem, The American Economic Board for Palestine (1932 — 1940), The Ruhama Settlement (1912 — 1919), The Beth Hasofer, a workshop for Scribes, founded for Palestine Refugees at Alexandria (1916 — 1919), the material collected by Dr. Britschgi-Schimmer on the poor quarters of Jerusalem, on the Yemenite Jews in Jerusalem, on the change of occupation of German Jews in Palestine, various single documents and minute books relating to the history of the Jewish Community in Palestine, etc., as well as a large collection of the internal publications of the Jewish settlements in Palestine (including bulletins, wall-papers, Passover Hagadoth, memorial pamphlets, etc.) which are published by the various communal settlements, and in recent times also by many workers' smallholders' settlements.

d) The Library, which now contains upwards of 25,000 books and pamphlets relating to the history of Zionism and the settlement of Palestine, in all modern languages. This library is the largest specifically Zionist Library in the whole world.

e) The Collection of Newspapers and Bulletins embraces the majority of the Zionist and Palestinian Press, particularly as from the year 1920, but includes also periodicals from earlier periods. A large section of these newspapers are preserved in complete sets. In all about 2,500 periodicals and bulletins of all sorts are concentrated here. About 500 newspapers, periodicals, and current bulletins are received regularly.

f) Collection of non-periodical printed matter. Here are concentrated and systematically arranged thousands of manifestoes and placards, one-time broadsheets, circulars, etc., relating to the history of Zionism and Palestine. A special section has been devoted to the history of the Zionist Youth Movements.

g) Collection of Photographs, containing about 12,000 photographs and illustrations relating to the history of the Zionist Movement and the Jewish Community in Palestine (photographs of personalities and events, Congresses and conferences, settlements and their activities, etc.).

h) A Special Section relating to the War Effort of the Jewish Community in Palestine during the Second World War. This sec-

tion concentrates documentary material relating to enlistment in the army and supernumerary police force, and regarding our soldiers during the Second World War, their life and activities. Included are also soldiers' newspapers, archives of the various units, badges, drawings, photographs, etc.

The Archives arrange and register the material received in a systematic and scientific manner, and place it at the disposal of the National Institutions and the public for consultation in connection with scientific and publicist works, with the exception, of course, of such archives use of which has been limited, according to the request of their owners. Numerous works of research and books have already been written on the basis of original material contained in the archives, under the direction of its officials. It is possible to say without the least exaggeration, that there is hardly a serious book issued in Palestine relating to the history and problems of the Zionist Movement and the Jewish Community in Palestine, which has been written without the author's soliciting and receiving the help of the archives.

The Archives has published during the years 1936-1941, and in 1946, under the name of "Bibliographical Bulletin," a periodical survey of new books and pamphlets dealing with questions relating to Zionism and the upbuilding of Palestine. For several years the Archives has published a weekly internal bulletin, listing new books and newspapers received at the Archives. Many documents from the collections of the Archives have been published either by the Institution itself and its officials or by others with the permission and assistance of the Archives. Preparations are being made for publication of a comprehensive collection (in six volumes) of "The Letters of Theodore Herzl" collected by the Archives, the first volume of which appeared in 1947. Apart from that, the Archives are endeavouring to arouse the interest of the public in the history of the Zionist Movement and of the Jewish Community in Palestine, by organising exhibitions of archival materials. Of these exhibitions mention should be made of the Herzl Exhibition in Jerusalem (in 1936); "Forty Years of Zionist Congress" (at the 20th Zionist Congress at Zurich in 1937); "The History of the Jewish National Fund," (at the Jewish National Fund Exhibition in 1942); "The Beginnings" (July, 1944, in Jerusalem, Haifa and other places); and "Fifty Years since the Publication of Herzl's Jewish State" (February, 1946); on the way to the Jewish State (1949); Jerusalem and Zionism (1950). Exhibitions on a smaller scale are arranged from time to time within the walls of the Ar-

chives or in connection with the exhibitions of other Institutions, and they are greatly appreciated by the visiting public as well as by the press. Exhibitions of this kind were arranged, among others, in memory of Herzl, Trumpeldor and Ruppin.

It is the first concern of the Archives to arrange for a safe preservation of the documents entrusted to its keeping. All documents are kept in iron cases and shelves. A special safe is devoted to the preservation of the more precious documents. A pleasantly arranged reading room has been set aside for consultation, which contains a reference library and the current press. That reading room is visited daily by research workers, writers, students and pupils, who study the history of our Movement and its activities in Palestine at first hand.

All the activities of the Archives have the aim of handing over to the present and to coming generations, in a faithful and non-party light, the foundations of the history of the Return of the Jewish People to their land, with all their difficulties and vicissitudes; to raise a monument to those who created the Movement and worked for the effectuation of its ideals, and in this manner to transform the past into an influential factor in the continuation of Zionist activity in the present and in the future.

Writings on Archives, Records Management, and Historical Manuscripts, July 1949-June 1950

By LESTER W. SMITH

The National Archives

THIS is the eighth annual bibliography compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. It is a selected list of references relating to archives, records management, and historical manuscripts that appeared between July 1949, and June 1950. A few items dated prior to July 1949, are included, however, either because they were actually issued after that date or because they were not available for examination and listing in earlier compilations. Like its predecessors, the present bibliography does not include references to unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to manuscript accessions, and items appearing in news notes, unless unusually significant.

The bibliography is classified broadly by subject. A list of the headings used is reproduced here for the convenience of the reader. It should be noted that administrative reports of records centers are entered in Class III A. Items relating primarily to the scientific and technical aspects of the use of photography and to the reproduction of research materials are entered in Class VIII, whereas items relating primarily to the use of photography for purposes of original recording and records management are entered in Class II. Such cross references as are necessary appear at the ends of the several sections of the bibliography.

- I. General Literature
- II. Filing Techniques and Management of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
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- IV. Buildings and Equipment for Archival and Manuscript Depositories
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- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
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- A. General Discussion
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- VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

I. GENERAL LITERATURE

1. AMERICAN documentation, a quarterly review of ideas, techniques, problems, and achievements in documentation. Vol. 1, no. 1 (Winter, 1950). Washington, D. C., American Documentation Institute, 1950-. A new journal published under the editorship of Vernon D. Tate by the American Documentation Institute and successor to the *Journal of documentary reproduction*, which was sponsored and published by the American Library Association from 1938 to 1943.
2. ARCHIVI, archivi d'Italia e rassegna internazionale degli archivi. 2d ser., vol. 11-16, fasc. 1 (1949). Rome, Biblioteca d'arte editrice, 1949-. The first issue of this journal to appear since publication was suspended with vol. 10 in 1943.
3. ASLIB proceedings, Vol. 1, no. 1 (1949). London, Association of Special Libraries and Information Bureaux, 1949-. Quarterly. A new journal, which will publish reports of conferences, articles of special interest, and the like.
4. BALL, NORMAN T. Committee on Organization of Information. *American documentation*, 1: 24-34, 100-119 (Winter, Spring, 1950). Describes the formation and activities of the Committee on Organization of Information of the American Documentation Institute. The Committee's functions are chiefly bibliographical, and these articles consist primarily of a selective bibliography on documentation and related subjects.
5. BENJAMIN, MARY A. Autograph dealers are useful aids. *Library journal*, 74: 992-994 (July, 1949).
6. EVANS, LUTHER H. The preservation of the documentation on the history of the Americas. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 1: 3-8 (Nov., 1949). An address delivered before the First Congress of Historians of Mexico and the United States at Monterrey, Mexico, September 6, 1949, developing principles to be observed by cultural institutions of the Americas in cooperative efforts to preserve, catalog, and disseminate by means of photographic reproduction the basic documents of their national history.
7. FOSTER, AMY G. Archives and the archivist. *Indian archivist*, 2: 59-67 (Jan., 1948). Reprinted from Library Association, *Record*, 49: 164-168 (July, 1947).
8. GOUW, J. L. van der. Naar een nieuwe Handleiding. *Nederlands archievenblad*, 53: 58-70 (1948-49). Suggestions for a new manual on archives administration.
9. HELIODORO VALLE, RAFAEL. Historiadores y archivistas. Honduras, Sociedad de Geografia e Historia de Honduras, *Revista del Archivo y Biblioteca Nacionales*, 28: 50-51 (July-Aug., 1949).
10. HILL, ROSCOE R. Letter to the editor. *American archivist*, 12: 359-360 (Oct., 1949). A letter of July 11, 1949, relating to archival terminology.
11. JACKSON, WILLIAM A. The importance of rare books and manuscripts in a uni-

- versity library. *Harvard library bulletin*, 3: 315-326 (Autumn, 1949). The greater part of this paper relates to rare books.
12. LIBRARY ASSOCIATION. Papers read at the week-end conference of the London and Home Counties Branch of the Library Association, held at Folkestone, October 1949. London, The Association, 1949. 41 p. Includes a paper on the place of the public library in the care of records.
13. LITTON, GASTON. Good homes and newer uses for old records. *Chronicles of Oklahoma*, 27: 243-251 (Autumn, 1949). A paper read before the annual meeting of the Oklahoma Historical Society, May 26, 1949, stressing the historical value of private and family archives.
14. MARTIN, THOMAS P. The historical side of manuscripts. *American archivist*, 13: 158-160 (Apr., 1950).
15. NORWAY. RIKSARKIVET. Kommunal arkivordning; kort rettledning for kommuner. Oslo, I kommisjon hos J. Dybwad, 1949. 57 p.
16. PALTSITS, VICTOR H. Scope of the manuscriptophile as a collector of writing. *Autograph collectors' journal*, 2, no. 1: 3-6; no. 2: 27-29 (Oct., 1949; Jan., 1950). A paper read before the first annual meeting of the National Society of Autograph Collectors in Ann Arbor, Michigan, April 1948. Urges, among other items, the importance of the preservation and proper administration of public records.
17. PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY. COMMISSION ON HISTORY. Guía de instituciones que cultivan la historia de América. Al cuidado de Carlos Bosch García. Mexico, D. F., 1949. 231 p. A handbook of historical societies and related institutions in the Americas. Includes certain European institutions interested in the fields of American history and culture.
18. PANHUYSEN, G. Het respect en de zorg van d archivaris en van de Overheid ook voor moderne archieven. *Nederlands archievenblad*, 54: 18-30 (1949-50). A paper on the care of modern archives delivered before the Society of Archivists in the Netherlands on April 22, 1949. Also published separately.
19. REYCHMAN, JAN. Z wegierskiej literatury archiwalnej. *Archeion*, 18: 204-217 (1948). A resumé of Hungarian archival literature, 1945-46.
20. STEWART, JOHN H. Historians and their helpers. *Ohio State archaeological and historical quarterly*, 59: 154-164 (Apr., 1950).
21. TATE, VERNON D. Introducing *American documentation*, a quarterly review of ideas, techniques, problems, and achievements in documentation. *American documentation*, 1: 3-7 (Winter, 1950).
22. WRITINGS on archives and manuscripts, July 1948-June 1949. Comp. by Lester W. Smith. *American archivist*, 12: 381-412 (Oct., 1949).

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

23. ARNOLD, D. V. Correspondence as a source of technical information. 1. Information from correspondence: general principles. *Aslib proceedings*, 1: 235-239 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information Bureaux, September 11, 1949. Discusses the informational value of an institution's correspondence files as compared to other sources of information and the ways in which an information department can maintain contact with the writers of the letters in the organization of which it is a part.
24. ART METAL CONSTRUCTION COMPANY, JAMESTOWN, N. Y. Simplified file analysis. [n. p.] 1949. 16 p. Lists factors to be considered in appraising the adequacy of filing equipment.
25. BENNETT, FLORENCE. The Lockheed experience in the microfilming of records. *NOMA forum*, 24, no. 12: 11-14 (Dec., 1949). Reports the findings of one year's controlled processing, through microfilming, of over seven million records at the Lockheed Aircraft Corporation, Burbank, Calif.

26. BROOKS, PHILIP C. Public records management. Chicago, Public Administration Service, 1949. 19 p. A monograph directed primarily to State and local government officials outlining general principles for the installation and maintenance of effective records programs. Special acknowledgment is made of the assistance of present and former members of the Committee on Records Administration of the Society of American Archivists, of which the author is chairman.
27. CHATFIELD, HELEN L. Records and the administrator. *Public administration review*, 10: 119-122 (Spring, 1950). A review article on U. S. National Archives, *The disposition of Federal records: how to develop an effective program for the preservation and disposal of Federal records* (Washington, 1949) and Philip C. Brooks, *Public records management* (Chicago, Public Administration Clearing House, 1949).
28. FILING, storage on tracks. *Office management and equipment*, 11, no. 1: 36 (Jan., 1950). Describes a British invention, a mobile system of standard steel storage shelving units that roll on tracks, which it is estimated will increase storage capacity by 50% in a given floor area.
29. HAASE, PAUL. Tackling the problem of records retention. *Controller*, 18: 111-113 (Mar., 1950).
30. HASTABA, ALBERT J. Insurance company files its lapsed policies on microfilm. *Office*, 30, no. 4: 66-75 (Oct., 1949).
31. HERRING-HALL-MARVIN SAFE COMPANY, HAMILTON, OHIO. How and how long should business records be kept? Hamilton, Ohio, 1949. 32 p.
32. HOLT, KNUT. Arkivering; systemer, hjelpemidler, organisasjon. Oslo, Aschehoug, 1949. 233 p.
33. INGRAHAM, J. J. Application of microphotography in the medical record library. American Association of Medical Record Librarians, *Journal*, 20: 85 (Aug., 1949).
34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Annual report of the chairman, 1948-1949. [Washington, 1949] 8 p.
35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Content of an agency records program. [Washington, 1950] 12, [10] p. Report of the meeting of October 28, 1949, at which John F. X. Britt of the Federal Security Agency and Olive R. Surgen of the Pan American Sanitary Bureau were the speakers. Includes a discussion of the qualifications required of records management personnel.
36. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Operating a records management program in the field. [Washington, 1950] 15 p. Report of the meeting of December 16, 1949, at which E. O. Alldredge, then of the Administrative Office of the Navy Department, Bernard L. Michel of the Fifth Naval District Headquarters, Norfolk, Va., and Ruth E. Stewart of the Naval Research Laboratory spoke on the operation and activities of the Navy's District Records Management Offices.
37. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Position allocation standards for records personnel. [Washington, 1949] 19 p. Report of the meeting of May 27, 1949, at which John L. Hickey of the Civil Service Commission, Ruth A. Henderson of the National Archives, Sherrod E. East of the Department of Army, and Linwood E. Donaldson of the Department of Agriculture were the speakers.
38. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records inventories, the why and how. [Washington, 1950] 14 p. Proceedings of the meeting of February 17, 1950, at which Samuel Heller of the Veterans' Administration and James Hindle of the Securities and Exchange Commission were the speakers.
39. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The

- records management program of the General Services Administration. [Washington, 1950] 12 p. Proceedings of the meeting of April 28, 1950, at which Jess Larson, Administrator, General Services Administration, and Herbert E. Angel, Director, Records Management Division, National Archives and Records Service were the speakers, Wayne C. Grover, Archivist of the United States, presiding.
40. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records systems. [Washington, 1950] 24 p. Report of the meeting of March 24, 1950, at which Helen L. Chatfield and Frances T. Bourne of the Budget Bureau and Charles A. Sterman of the Navy Department were the speakers, Herbert E. Angel of the National Archives and Records Service presiding. The meeting was devoted to a discussion of the development and use of various classification schemes for records of Federal agencies and of the archivist's experience with records so classified.
41. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The relationship of equipment to records management. [Washington, 1950] 11 p. Proceedings of the meeting of January 27, 1950, at which Clyde H. Matthews of the Federal Supply Service, Monroe H. O. Berg of the Internal Revenue Bureau, and James Scammahorn of the Agriculture Department were the speakers.
42. LEAHY, EMMETT J. Modern records management. *American archivist*, 12: 231-242 (July, 1949). An appraisal of modern records management prepared as part of the prospectus for the National Records Management Council submitted to the Social Science Research Council by its Records Management Committee. A slightly longer version was issued in processed form by the Interagency Records Administration Conference, Washington, D. C.
43. LEAHY, EMMETT J. 32 million dollars wasted in Federal files. New York, National Records Management Council [1949] Folder. Reprinted from *Tax outlook* by special permission of the Tax Foundation, Inc.
44. LEAHY, EMMETT J. and ROBERT A. SHIFF. Fact power and savings through records management. *Office management and equipment*, 10, no. 9: 27-29; no. 10: 41-42 (Sept., Oct., 1949).
45. LET'S take a look at the records. U. S. Naval Personnel Bureau, *All hands*, no. 390: 19-20 (Aug., 1949). A popular article on the Navy's Records Management Centers.
46. M., O. and L. W. L'unification des méthodes de classement dans les administrations-publiques belges. *Revue internationale des sciences administratives*, 16, no. 2: 308-316 (1950). Discusses the application of the Dewey Decimal System to the needs of Belgian administrative agencies.
47. MALMER, A. E. Applications of vertical filing equipment. *Office management and equipment*, 10, no. 11: 45-46 (Nov., 1949).
48. NATIONAL OFFICE MANAGEMENT ASSOCIATION. The NOMA bibliography for office managers, a classified compilation of selected references to articles and publications appearing in 1949. [Philadelphia] 1950. 16 p. Contains sections on filing, forms, furniture (equipment), and document reproduction.
49. NEW YORK gets business archives center. *Office management and equipment*, 10, no. 12: 36 (Dec., 1949). A note on the establishment of the first Business Archives Center in New York City, under the direction of the National Records Management Council, for the purpose of storing and servicing corporate records. A similar note appeared in *Office*, 30, no. 5: 127-128 (Nov., 1949).
50. NOLL, DANIEL F. The microphotography of current court records. *American archivist*, 12: 267-270 (July, 1949).
51. ODELL, MARGARET K. Foresighted ways for building a records retention-disposal plan. *NOMA forum*, 24, no. 7: 10-11 (July, 1949).
52. PAN AMERICAN SANITARY BUREAU. Current records management handbook. Wash-

- ington, 1949. v. p. (*Records management bulletin* no. 3-49). Prepared especially for the Bureau's program as regional office of the World Health Organization.
53. PARKER, E. W. [Correspondence as a source of technical information] 2. Liaison between correspondence and technical records. *Aslib information*, 1: 240-249 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information Bureaux, September 11, 1949. Discusses ways in which the information contained in the correspondence files of an institution may be made available to its library or technical information office.
 54. PERLMAN, ISADORE, and P. G. BOYER. What happens to records? U. S. Navy Department, Civil Engineer Corps, *Bulletin*, 4: 102-105 (Apr., 1950). Describes the records management program of the Civil Engineer Corps and the Seabees.
 55. RECORD troubles? Check with San Bruno. *Our Navy*, 44, no. 7: 17 (Sept. 1, 1949). A popular article on the Naval Records Management Center at San Bruno, Calif.
 56. RECORDS: file efficiency. *Newsweek*, 34, no. 17: 66 (Oct. 24, 1949). A note on Emmett J. Leahy and the National Records Management Council.
 57. RESEARCH INSTITUTE OF AMERICA, INC. Management methods: records control pays off, Dec. 20, 1959. [New York, 1949] [4] p. (*Operations report*, 3, no. 26). Outlines steps to be taken in setting up a records management program.
 58. SILBERT, LOUIS. A workable procedure for developing a records retention program. National Association of Cost Accountants, *Bulletin*, 30, no. 24, sec. 2: 1435-1437 (Aug. 15, 1949).
 59. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Records management: how to file and find correspondence records. [Washington] 1949. 25 p. (O.P.O. pub. no. 9.) A manual intended for use in "offices of one or several operating officials, or small organizational units where official records are maintained."
 60. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Report, 1948/49. [Washington] 1949. 15 p. The report of the Records Administration Division appears on p. 8-9.
 61. U. S. NAVAL PERSONNEL BUREAU. BuPers; the story of Navy manpower. [Washington, 1949] 68 p. The records system of the Bureau is described on p. [42]-45.
 62. U. S. VETERANS' ADMINISTRATION. Records management: microphotography; basic information on the process, criteria, cost factors, and authorization procedures. Washington, 1949. 41 p., looseleaf. (*Manual* 3-9.)
 63. VIRGINIA. GOVERNOR'S OFFICE. BUDGET DIVISION. Records management program manual of procedures. Richmond, 1949. 62 p. A comprehensive manual on the administration of records, covering records retirement procedures, microfilming, filing techniques, and forms control in that order.
 64. WADAGNOLO, GEORGE E. Proper keeping of your records. *Town clerks topics*, 9, no. 5: 1-2 (May, 1950). Extracts from an address delivered before the annual meeting of the Association of Towns, New York City, February 7, 1950.
 65. WYLIE, HARRY L. How simple is simplification? *Office*, 31, no. 5: 47-52 (May, 1950). Considers various aspects of work simplification, including the elimination of unproductive forms and reports and the improvement of correspondence procedures.

See also 68, 91, 94, 97, 128, 144, 154, 221, 333.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

66. AMERICAN HISTORICAL ASSOCIATION. Annual report, 1948. Vol. I. Proceedings. Washington [1949] 79 p. Of particular interest are the reports of the Executive Secretary (p. 35-41), the Committee on Business Records (p. 69), and the Committee on Documentary Reproduction (p. 70), which describes progress made in developing microcopying programs in foreign countries. The recommendation that the Committee on Manuscripts be discontinued and that its program be taken over by a joint committee of the Association for State and Local History and the Society of American Archivists with the purpose of (1) preparing a union inventory in the United States, (2) making known the yearly accessions of public repositories, and (3) promoting cooperation rather than competition in the acquisition of materials is reported on p. 32. Problems in connection with the compilation of the *Writings on American history* and the cumulative index thereto are discussed on p. 38-39 and 59.
67. BALL, NORMAN T. A program for the American Documentation Institute. *American documentation*, 1: 61-65 (Spring, 1950). Urges that the Institute, if established on a working or service basis, could provide many documentary services at low cost, provided some means of initial financing were forthcoming.
68. BOLLING, RICHARD. Records management service. *Congressional record*, 96: A1708-A1709 (Mar. 3, 1950). An extension of remarks by Representative Bolling of Missouri in introducing legislation (81-2, H. R. 7545) amending the Federal Property and Administrative Services Act of 1949, by which the National Archives became part of the General Services Administration, for the purpose of defining the duties and functions of the Administrator of General Services and the Archivist of the United States with respect to records management.
69. BROOKS, PHILIP C. The president's page. *American archivist*, 13: 46-48 (Jan., 1950). Observations addressed to the membership of the Society of American Archivists by its president.
70. CARROLL, PHILIP W. Viewing 48 years in the Department of State; an interview with Bertha S. Rodrick. U. S. State Department, *Bulletin*, 21: 741-744 (Nov. 14, 1949). Includes comments on work in the Bureau of Indexes and Archives, 1901-7.
71. CONNOR, R. D. W. FDR visits the National Archives. *American archivist*, 12: 323-332 (Oct., 1949). Describes a visit made by President Roosevelt to the National Archives on June 16, 1937.
72. CRITTENDEN, CHRISTOPHER. The president's page. *American archivist*, 12: 227-230, 366-368 (July, Oct., 1949). Observations addressed to the membership of the Society of American Archivists by its president.
73. DURHAM, CARL T. The late R. D. W. Connor. *Congressional record*, 96: 2611 (Mar. 1, 1950). A eulogy of Dr. Connor, the first Archivist of the United States, by Representative Durham of North Carolina.
74. FOREMAN, GRANT. Communications from Dr. Grant Foreman relating to the Indian Archives and to the Library. *Chronicles of Oklahoma*, 28: 105-109 (Spring, 1950). Reproduces several letters written by Dr. Foreman in 1949, relating to the further transfer of records of the Five Civilized Tribes to the Oklahoma Historical Society, by virtue of the Hastings Act, passed by Congress in 1934.
75. FRANKLIN D. ROOSEVELT LIBRARY, HYDE PARK, N. Y. Tenth annual report of the Archivist of the United States on the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the year ending June 30, 1949. Washington, 1950. 12 p.

76. GROVER, WAYNE C. National Archives. *Americana annual, an encyclopedia of the events of 1949*. New York [1950] p. 465-466. A similar article was published in the *1950 Britannica book of the year* (Chicago, 1950), p. 62; and an article covering the year 1948 was published in the *1949 Collier's year book* (New York, 1949), p. 45.
77. HOLMES, OLIVER W. The National Archives at a turn in the road. *American archivist*, 12: 339-354 (Oct., 1949).
78. LELAND, WALDO G. The First Conference of Archivists, December 1909: the beginnings of a profession. *American archivist*, 13: 109-128 (Apr., 1950). A paper read at the joint meeting of the American Historical Association and the Society of American Archivists at Boston, December 29, 1949. Describes the First Conference of Archivists, held in New York City in conjunction with the 1909 annual meeting of the American Historical Association and on the tenth anniversary of the Association's Public Archives Commission. Includes data on some of the later Conferences.
79. MCLEAN, PHILIP T. The Hoover Institute and Library. *Library quarterly*, 19: 235-249 (Oct., 1949). Describes the purposes, organization, and accomplishments of the Hoover Library on War, Revolution, and Peace, with some mention of its archival and manuscript holdings.
80. MOLL, W. The National Archives te Washington. *Nederlands archievenblad*, 53: 71-79 (1948-49).
81. NAVAL HISTORICAL FOUNDATION, WASHINGTON, D. C. Annual meeting, November 18, 1949. United States Naval Institute, *Proceedings*, 76: 469-471 (Apr., 1950).
82. PAGE, THAD. R. D. W. Connor, 1878-1950. *American archivist*, 13: 99-101 (Apr., 1950). A tribute to the memory of the first Archivist of the United States.
83. PARKER, RALPH C. The strongest memory is weaker than the palest ink. United States Naval Institute, *Proceedings*, 76: 59-63 (Jan., 1950). Urges former naval personnel to record their experiences in World War II and to deposit copies with the Office of Naval Records and Library or the Naval Historical Foundation.
84. PATTERSON, RICHARD S. The old treaty seal of the United States. Washington, 1949. 19 p. Reprinted with some revision and the addition of notes relating to sources, which are in part in the National Archives, from *American foreign service journal*, 26, no. 3: 14-16, 44 (Mar., 1949).
85. PATTERSON, RICHARD S. The seal of the Department of State. U. S. State Department, *Bulletin*, 21: 894-896 (Dec. 12, 1949).
86. SCHIECHE, EMIL. Massnahmen in den USA zur Sicherung historischen Stoffes über den Zweiten Weltkrieg. *Der Archivar*, 2, no. 2: cols. 74-75 (Aug., 1949).
87. SHERA, JESSE H. and MARGARET E. EGAN. Documentation in the United States. *American documentation*, 1: 8-12 (Winter, 1950).
88. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1948-49. *American archivist*, 13: 51-69 (Jan., 1950).
89. U. S. ADJUTANT-GENERAL'S OFFICE. RECORDS ADMINISTRATION CENTER, ST. LOUIS, MO. Report of administration & operations, Records Administration Center, St. Louis, Missouri, and Kansas City Records Center, fiscal year 1949. [n. p., 1949] 72 p.
90. U. S. CONGRESS. HOUSE. A bill making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1950, and for other purposes. [Washington, 1950] 63 p. (81-2, H. R. 8567). An item of \$31,350 for the National Archives and Records Service appears on p. 38.
91. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. A bill making appropriations for the support of the Government for the fiscal year ending June 30, 1951, and for other purposes. [Washington, 1950] 431 p. (81-2, H. R. 7786). The "omnibus appropriation bill" as reported to the House. The appropriation for the National Archives and Records Service is subsumed under other

- appropriations for the General Services Administration on p. 284. In the Committee's report on the bill (81-2, *H. Rept.* 1797), the appropriation for the National Archives and Records Service is discussed briefly on p. 210.
92. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriations for 1951. Hearings . . . 81-2. Pt. 1. Washington, 1950. 294 p. Funds for the Office of Selective Service Records are discussed on p. 140-171.
93. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriations for 1951. Hearings . . . 81-2. Pt. 5. Washington, 1950. p. 1507-1990. Hearings on the National Archives and Records Service appear on p. 1726-1732, 1775-1787, and 1794-1797.
94. U. S. CONGRESS. SENATE. A bill to amend the Federal Property and Administrative Services Act of 1949, and for other purposes. [Washington, 1950] 36 p. (81-2, *S.* 3959). One of several bills introduced in the 2d session of the 81st Congress to amend the Federal Property and Administrative Services Act of 1949, by which the National Archives became part of the General Services Administration. The bill would add a new Title 5 to the Act, to be cited as the "Federal Records Act of 1950." Its provisions are designed (1) to provide a permanent statutory authority for activities formerly authorized by annual appropriation acts, (2) to retain desirable provisions of existing law, and (3) to provide new authority with respect to records management and archival administration. It would provide for expanded activities of the National Historical Publications Commission; establish a Federal Records Council as an advisory body to the Administrator of General Services; authorize the acceptance for deposit in the National Archives of the personal papers of the Presidents and certain other officials of the Government; authorize the Administrator to exercise staff and coordinating functions with respect to records management, including the establishment of records centers; and require Federal agencies to make proper provision with respect to the creation, maintenance, and disposal of records. The Senate Committee on Expenditures in the Executive Departments reported favorably on the bill (81-2, *S. Rept.* 2140). Other bills of generally similar character introduced in the same session of the Congress were *S.* 3781, *S.* 3842, *H.R.* 7545, *H.R.* 8353, *H.R.* 8416 and *H.R.* 9129.
95. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriations, 1951. Hearings . . . 81-2. Washington, 1950. 1,136 p. Funds for the National Archives and Records Service are discussed on p. 673, 680-681, and 732-738.
96. U. S. CONGRESS. SENATE. COMMITTEE ON EXPENDITURES IN THE EXECUTIVE DEPARTMENTS. Reorganization plan no. 20 of 1950, transferring of functions from the Secretary of State and the Department of State to the Administrator of General Services; report. [Washington, 1950] 6 p. (81-2, *S. Rept.* 1550). Although not required to do so, the Committee desired to express formally its approval of the transfer of the responsibility for compilation of the *Statutes at Large* and the *Territorial Papers* to the National Archives.
97. U. S. GENERAL SERVICES ADMINISTRATION. Report to the Congress for the six-month period, July through December, 1949. Washington, 1950. 84 p. A special report covering the first six months' operation of the General Services Administration. Part 4, "National Archives and Records Management," appears on p. 35-49.
98. U. S. GENERAL SERVICES ADMINISTRATION. PUBLIC INFORMATION AND REPORTS OFFICE. [Press releases on the opening of the Roosevelt papers on March 17, 1950, at the Franklin D. Roosevelt Library, Hyde Park, N. Y.] [Washington, 1950] v. p. Contents.—Memorandum to the press, 5 p.; Remarks of Mrs. Franklin D. Roosevelt on the occasion of the opening of the papers, 2 p.; Remarks

- of Jess Larson, Administrator, General Services Administration, 2 p.; The story of the Franklin D. Roosevelt Library, address by Waldo G. Leland, 6 p.
99. U. S. LAWS, STATUTES, ETC. An act making appropriations for the Executive Office and sundry independent executive bureaus, boards, commissions, corporations, agencies, and offices, for the fiscal year ending June 30, 1950, and for other purposes. [Washington, 1949] 36 p. (81-1, *Public law* 266.) The appropriation for the National Archives appears on p. 18-19.
 100. U. S. LAWS, STATUTES, ETC. Federal Property and Administrative Services Act of 1949, with analysis and index. [Washington] 1949. 86 p. The text and an analysis of Section 104 of the Act, relating to records management and the transfer of the National Archives to the General Services Administration, appear on p. 10.
 101. U. S. LIBRARY OF CONGRESS. Annual report for the fiscal year ending June 30, 1949. Washington, 1950. 234 p. A summary report on the Manuscripts Division appears on p. 70-71, and on the microfilming program of the Library, which embraces the reproduction of archival and manuscript materials in various European countries and in Mexico, on p. 113-114.
 102. U. S. NATIONAL ARCHIVES. Fifteenth annual report of the Archivist of the United States for the year ending June 30, 1949. Washington, 1950. 57 p.
 103. U. S. PRESIDENT, 1945- (TRUMAN). Reorganization Plan no. 20 of 1950; message from the President transmitting Reorganization Plan no. 20 of 1950, providing for transfer from the Secretary of State to the Administrator of General Services a number of functions which have no connection with foreign affairs but bear a close relation to the archival and records functions of the General Services Administration. [Washington, 1950] 4 p. (81-2, *H. Doc.* 525.) The plan authorizing the transfer to the National Archives of the responsibility for the preservation and publication of certain public documents — the *Statutes at large* and the *Territorial papers*.
 104. U. S. SELECTIVE SERVICE RECORDS OFFICE. Report, 1947-1948. Washington, 1950. 176 p. Covers the period April 1, 1947, through June 24, 1948. Records activities of the Office are described in p. 33-58.

See also 39, 335, 337, 366, 368-371, 374-375.

B. State and Local

105. BOWMAN, J. N. Preservation of the State archives. *California Historical Society, Quarterly*, 28: 143-150 (June, 1949). The author is historian for the Central Records Bureau, office of California's Secretary of State.
106. BROWNE, HENRY J. A plan of organization for a university archives. *American archivist*, 12: 355-358 (Oct., 1949). Describes the organization and structure of the Department of Archives and Manuscripts of the Catholic University of America, which functions as a separate administrative unit of the University under the immediate jurisdiction of the rector.
107. COLORADO. STATE HISTORICAL SOCIETY. Report of the president, John Evans. *Colorado magazine*, 27: [1]-8 (Jan., 1950). Reports on accomplishments of the Society for the year 1949. Includes a brief summary of work of the Archives Division together with a statement concerning the training program to be offered by the Division in conjunction with the University of Denver.
108. COLUMBIA HISTORICAL SOCIETY, WASHINGTON, D. C. Records, 1946-1947. Vol. 48-49. Washington, The Society, 1949. 402 p. Includes an article by Meredith B. Colkett, "The public records of the District of Columbia," p. 281-299; and a "Report to the Board of Managers of the Columbia Historical Society relative to the existence and location of certain archives of the District of Columbia," p. 312-313.

109. CROCKER, HOWARD W. The local records program in New York State. *American archivist*, 13: 3-14 (Jan., 1950). The author, who is Supervisor of Public Records, State Education Department, stresses the disposal aspects of New York State's local records program as it operates at the present time.
110. DELAWARE PUBLIC ARCHIVES COMMISSION. Annual report for the fiscal year July 1, 1948, to June 30, 1949. Dover, 1949. 55 p.
111. EDDY, HENRY H. The archival program of Pennsylvania. *American archivist*, 12: 255-266 (July, 1949). A paper read before the twelfth annual meeting of the Society of American Archivists, Raleigh, N. C., October 29, 1948.
112. HENRY E. HUNTINGTON LIBRARY AND ART GALLERY, SAN MARINO, CALIF. Twenty-second annual report, July 1, 1948—June 30, 1949. San Marino, Calif., 1949. 32 p.
113. KANSAS STATE HISTORICAL SOCIETY. Secretary's report, year ending Oct. 18, 1949. *Kansas historical quarterly*, 18: 59-67 (Feb., 1950). Contains the reports of the Archives Division, the Manuscripts Division, and the Microfilm Division.
114. LORD, CLIFFORD L. The archival program of Wisconsin. *American archivist*, 12: 243-252 (July, 1949). A paper read before the twelfth annual meeting of the Society of American Archivists, Raleigh, N. C., October 29, 1948.
115. MCCAIN, WILLIAM D. History and program of the Mississippi State Department of Archives and History. *American archivist*, 13: 27-34 (Jan., 1950). A paper read before the twelfth annual meeting of the Society of American Archivists, Raleigh, N. C., October 29, 1948.
116. MARYLAND. HALL OF RECORDS, ANNAPOLIS. Fourteenth annual report for the fiscal year July 1, 1948 through June 30, 1949. [Annapolis, 1949] 53 p. Legislation of the 1949 meeting of the General Assembly directly or indirectly affecting the Hall of Records is printed in the appendix. This legislation included an act providing for the microfilming of deeds, mortgages and other documents and the deposit of these films in the office of the Land Commissioner in lieu of abstracts thereof; a general act authorizing State, county, and local governmental agencies to microfilm records and to authorize the use of such films as evidence in the courts; and an act clarifying the definition of nonrecord materials and authorizing the Hall of Records Commission to approve schedules providing for the periodic disposal of records.
117. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. Report, 1948-1949. Ann Arbor [n. d.] 11 p. Preprinted from the president's report.
118. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY. Report, 1948-1949. Ann Arbor [n. d.] 16 p. Manuscript accessions are described on p. 11-14.
119. MINNESOTA HISTORICAL SOCIETY. Annual report of the Director for 1949. [n. p., n. d.] 23 p.
120. NEW YORK (STATE) TEMPORARY COMMISSION FOR THE NEW YORK STATE FREEDOM TRAIN. Report of the Commission, March 30, 1948—March 15, 1949. Albany, Williams Press, 1949. 25 p. (*Legislative document*, 1949, no. 48.)
121. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. Twenty-second biennial report, July 1, 1946, to June 30, 1948. Raleigh, 1948. 64 p.
122. OLSON, JAMES C. The Nebraska State Historical Society in 1949. *Nebraska history*, 30: 359-375 (Dec., 1949). Includes a brief summary of the Society's activities with respect to records.
123. PIERSON, MARGARET. Indiana's State archives. *Library occurrent*, 16: 313-316 (June, 1950). A brief sketch of the Department of Indiana History and Archives under the Indiana State Library.
124. SANDBURG, CARL. Lincoln collector; the story of Oliver R. Barrett's great private collection. New York, Harcourt, Brace, 1949. 344 p. Excerpts from the Lincoln Collection of Oliver R. Barrett. Includes a chapter on Barrett as the collector and on the history of the collection, p. 3-29.
125. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, one hundred and second

annual business meeting, August 20, 1948. Madison, 1949. 51 p. The report of the Archives Division appears on p. 12-13.

C. Foreign Countries

126. ASOCIACION NACIONAL DE BIBLIOTECARIOS, ARCHIVEROS Y ARQUEOLOGOS. Estatutos da la Asociacion. *Revista de archivos, bibliotecas y museos*, 55: 222-224 (1949). The constitution of the Association of Librarians, Archivists and Archaeologists of Spain.
127. BACHULSKI, ALEX. 30-lecie reformy archiwalnej w Z. S. R. R. *Archeion*, 18: 296-299 (1948). A summary of developments in Russian archival administration since 1918.
128. BAKER, E. C. [Business archives] 2. An approach to archives. *Aslib proceedings*, 1: 202-210 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information Bureaux, September 10, 1949. The author, who is Librarian and Archivist of the British Post Office, describes some of the procedures of that Department in the management (including appraisal and disposition) of current records and proceeds to a discussion of the problems that the bulk and complexity of modern records present to the research scholar.
129. B[ANKOWSKI], P[IOTR]. Wroclawska konferencja archiwalna. *Archeion*, 18: 271-287 (1948). A report on the conference of Polish archivists at Warsaw, September 23, 1948, emphasizing war and post-war problems.
130. BARTHEL, LUDWIG. Landschaftliche Archivpflege in Bayern. *Der Archivar*, 2, no. 2: cols. 65-70 (Aug., 1949).
131. BASEL-STADT (CANTON) STAATSARCHIV. Festschrift des Staatsarchivs Basel-Stadt, 1899-1949, zum 50. Jahrestag des Bezugs des Archivegebäudes an der Martinsgasse. Basel, 1949. 114 p. A *Festschrift* commemorating the accomplishments of the Staatsarchiv Basel-Stadt during the past fifty years, including a resumé of its history by its director, Paul Roth.
132. BASEL-STADT (CANTON) STAATSARCHIV. Jahresbericht, 1949. Basel, A. Apel [n. d.] 10 p.
133. BASU, PURNENDU. The Library of the National Archives of India: its aims and problems. *Special libraries*, 40: 210-213 (July-Aug., 1949). Sketches the history of the library and analyzes some of its plans and problems.
134. BERICHT über die Archive in Sachsen-Anhalt. *Der Archivar*, 2, no. 2: cols. 53-58 (Aug., 1949).
135. BLACK, CLINTON V. The Archives of Jamaica: rescue and reorganisation. *Archives*, no. 2: 22-26 (Michaelmas, 1949).
136. BOMBAY (PRESIDENCY) RECORD OFFICE. Annual report for the year 1947-48. Bombay, Central Govt. Press, 1950. 9 p. The first report to be issued since 1931.
137. BRITISH RECORDS ASSOCIATION. The annual conference, 1949. *Archives*, no. 3: 29-41 (Lady Day, 1950). A summary account of the seventeenth annual meeting of the Association, held in London on December 6-7, 1949. The report of the meeting of the Technical Section, devoted to a consideration of lamination and related questions, appears on p. 29-32, and of the discussion meeting of the whole Association devoted to the subject of facilities for access, appears on p. 36-41.
138. BRITISH RECORDS ASSOCIATION. Rules for dealing with accumulation[s] of documents. [London, the Association] 1949. 6 p. (*Memorandum* no. 11). Sets forth general principles to be observed in handling archival materials in local and private custody. Includes a list of chief repositories for records in Great Britain and Ireland.
139. BRITISH RECORDS ASSOCIATION. Seventeenth report of Council and list of members for the year ending 31 August 1949. [n. p.] 1949. 27 p. Describes progress

- made by the Master of the Rolls' Archives Committee in drafting legislation relating to local and private archives and steps taken to deal with problems arising from the effects of nationalization on archives.
140. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. Report for the year 1948-49. [n. p., n. d.] 5 p. Includes a brief report on the Discussion Meeting of the Section, which was devoted to a consideration of the preservation, nature, and uses of records compiled in and preserved by schools and of the preservation of old diaries, letters, and photographs.
 141. CANADA. PUBLIC ARCHIVES. Report for the year 1949. Ottawa, 1950. 462 p. The administrative report appears on p. vii-xxxiv. Stresses the importance of the revival of interest in the possibility of transforming the department into a full-fledged public record office of Canada.
 142. CAÑÍAS, FERNANDO G. Archivo Nacional de Honduras. Sociedad de Geografía e Historia de Honduras, *Revista del Archivo y Biblioteca Nacionales*, 28: 122-130 (Sept.-Oct., 1949).
 143. CARRERA STAMPA, MANUEL. Misiones Mexicanas en Archivos Europeos. Mexico, D. F. [Instituto Panamericano de Geografía e Historia] 1949. 120 p. Describes the major Mexican undertakings to obtain copies of and information concerning materials in European archives relating to Mexico.
 144. CENTRAL AFRICAN ARCHIVES, SALISBURY, SOUTHERN RHODESIA. Central African Archives; a report by the Chief Archivist for the period 1 September 1947, to 31 December 1948. Salisbury, Central African Archives, 1949. 102 p. Comments on the delay in obtaining funds and a site for a new building and on the increasing importance of the work of the Archives in connection with the management of current records.
 145. CERRATO VALENZUELA, ARMANDO. El Archivo Nacional (Honduras). *Revista de historia de America*, no. 28: 431-434 (Dec., 1949).
 146. CHAND, TARA. Survey of historical documents of the United Provinces. *Indian archives*, 2: 22-26 (Jan., 1948).
 147. CONTROL COMMISSION FOR GERMANY (FRENCH ELEMENT). Répertoire des biens spoliés en France durant la guerre 1939-1945. Tome VII. Archives, manuscrits, et livres rares. [Berlin, Impr. Nationale, 1947] 845 p. Compiled with the object of simplifying the search and identification of more than 18 million volumes of archives and rare books lost by France during the German occupation.
 148. CUBA. ARCHIVO NACIONAL. Memoria correspondiente al año de 1949. La Habana, 1950. 8 p.
 149. DEREN, ANDRZEJ. Archiwa na Dolnym Śląsku przed druga wojna światowa. *Archeion*, 18: 131-154 (1948). A study of the archives of Lower Silesia before World War II.
 150. DEUTSCHER ARCHIVTAG in Wiesbaden. *Der Archivar*, 2, no. 2: cols. 41-48 (Aug., 1949). A report on the meeting of German Archivists held in Wiesbaden on May 31, 1949.
 151. EBERSOLT, JEAN. Archives en danger: un cri d'alarme. *Annales: économies, sociétés, civilisations*, 4: 198-199 (Apr.-June, 1949). Refers to losses of municipal archives dated prior to the French Revolution and of later court records.
 152. ELSAS, MADELEINE. Local archives of Great Britain: 3. The County Record Office of Glamorgan. *Archives*, no. 3: 7-16 (Lady Day, 1950).
 153. EMMISON, F. G. Local archives of Great Britain: II. The Essex Record Office. *Archives*, no. 2: 8-16 (Michaelmas, 1949).
 154. ERHVERVSHISTORISK årbog; meddelelser fra Erhvervsarkivet (Business-historical yearbook; bulletin of the Business Archives). Vol. 1. [Aarhus] Rosenkilde og Bagger, 1949. 96 p. A new yearbook, published in Denmark by the Erhvervsarkivet, an institution established in Aarhus in 1942 to collect and preserve archives of business, industry, handicrafts, and agriculture and to promote

- research in business history. Includes the following articles by Vagn Dybdahl, "Af Erhvervsarkivets historie" (a brief history of the Erhvervsarkivet), p. [11]-18; "Erhvervsarkiver i udlandet" (business archives in foreign countries), p. [19]-34; and "Arkivordningsprincipper i erhvervsvirksomheder" (business recording principles), p. [35]-68. "Beretning om virksomheden 1. april 1948-1. april 1949" (report on work accomplished, 1948-49) appears on p. 92-96.
155. ERSTE KONFERENZ der österreichischen Archivleiter am 20. und 21. Oktober 1948. *Mitteilungen des Österreichischen Staatsarchivs*, 2: [29]-31 (1949).
 156. ERSTER österreichischer Archivtag in Wien, 21. bis 24. September 1949. *Mitteilungen des Österreichischen Staatsarchivs*, 2: 75-117 (1949).
 157. ESSEX. COUNTY COUNCIL. RECORDS COMMITTEE. The Essex Record Office, 1938-1949. Chelmsford, 1950. 28 p. A history of the organization and development of the office.
 158. FESTFEIER des Österreichischen Staatsarchivs aus Anlass des 200 jährigen Bestandes des Haus-, Hof- und Staatsarchivs am 21. und 22. September 1949. *Mitteilungen des Österreichischen Staatsarchivs*, 2: 32-62 (1949).
 159. FISKAA, H. Libraries and archives. *Norway year book, 1950*. Oslo, Johan Grundt Tanum, 1950. p. 165-170. Includes a brief summary of archival activities in Norway.
 160. FLOWER, CYRIL T. Local archives: the work of the Master of the Rolls' Committee. *Archives*, no. 2: 3-7 (Michaelmas, 1949). Reprinted, with an additional note, from *The Times* of March 19, 1949.
 161. GAEBELÉ, YVONNE R. Archives of the French-India Historical Society. *India archives*, 2: 3-7 (Jan., 1948). Sketches briefly the history of the archives at Pondicherry, comprising the old archives of the French establishments in India in the custody of the local public library, and lists the publications of the French-India Historical Society.
 162. GERBER, RAFAL. Wytyczne do projektu nowelizacji Dekretu o państwowej służbie archiwalnej. *Archeion*, 18: 61-70 (1948). Urges the need for revision of the statutory authority of the Polish State Archives and presents a plan for the reorganization of the State archival service.
 163. GESELLSCHAFT DER WISSENSCHAFTEN ZU GÖTTINGEN. Two expertises relating to the archives of the Teutonic Order and the Ancient Prussian Duchy. Expertise based on consideration of international law, presented by Herbert Kraus; expertise based on considerations of historical and archival scholarship, presented by Erich Weise. Göttingen, 1949. 34 p. Two *expertises* submitted to and adopted by the Academy of Sciences at Göttingen to express its opposition to the demand of the Polish Government for the extradition of the Archives of the Knights of the Teutonic Order and of the Ancient Duchy of Prussia, formerly kept in Königsberg.
 164. GONZALES PALENCIA, A. Don Alfredo Pimenta, director del Archivo Nacional Portugues de la Torre do Tombo. *Revista de archivos, bibliotecas y museos*, 55: [93]-103 (1949). A list of the writings of Don Alfredo Pimenta, new director of the Archivo Nacional de Portugal, together with an address delivered by him on January 27, 1949, on his assumption of the office.
 165. GOUW, J. L. vander. De wetenschappelijke archiefambtenaren in het Bezoldigingsbesluit B. R. A. 1948. *Nederlands archievenblad*, 53: 138-140 (1948-49).
 166. GREAT BRITAIN. PUBLIC RECORD OFFICE. Guide to the public records. Pt. I. Introductory. London, His Majesty's Stationery Office, 1949. 70 p. The introduction to a new edition (superseding the one of 1923-24) of the *Guide to the public records*, which is to be published in a number of parts. Pt. I provides a valuable history of the Public Record Office and describes many of its problems and procedures.

167. GREAT BRITAIN. PUBLIC RECORD OFFICE. 110th report of the Deputy Keeper of the Records. London, 1950. 21 p.
168. HAGUE. ARCHIEF DER GEMEENTE. Verslag over het jaar 1947. 's-Gravenhage, Drukkerij trio [1949?] 5 p.
169. HALLIDAY, W. E. D. The public records of Canada: recent developments in control and management. *American archivist*, 13: 102-108 (Apr., 1950).
170. HANDBOOK of Latin American studies: 1946. No. 12. Cambridge, Mass., Harvard Univ. Press, 1949. 364 p. The section on Archives formerly included in this *Handbook* has been omitted, but material of a bibliographical character has been included in the various subdivisions of the section on History (p. 148-213), in notes supplied by Roscoe R. Hill.
171. HILL, ROSCOE R. Latin American archivology, 1948-1949. *Hispanic American historical review*, 30: [115-139] (Feb., 1950). Summarizes accomplishments by country, with extensive bibliographical notes.
172. HOBBS, J. L. Local records and the library. Library Association, *Record*, 51: 177-179 (June, 1949). Discusses the long tradition of the municipal public libraries in Britain as repositories of records relating to their own localities and expresses concern as to the future of this function as a result of a change in policy of the Master of the Rolls Manorial Documents Committee, which is now to recognize each new County Record Office, as it is established, as the appropriate county repository.
173. INDIA. HISTORICAL RECORDS COMMISSION. A retrospect, 1919-1948. Delhi, Manager of Publications, 1948. 131 p.
174. INDIA. NATIONAL ARCHIVES. Annual report, 1947. New Delhi, Govt. of India Press, 1949. 29 p.
175. JANKOWSKA, JADWIGA. Działalność Sekcji Archiwalnej Warszawskiego Kola Związku Bibliotekarzy i Archiwistów Polskich w Pierwszym półroczu 1948 roku. *Archeion*, 18: 288-295 (1948). A summary of the meetings of the Archives Section of the Association of Librarians and Archivists of Poland during the first half of 1948, stressing accomplishments in developing a dictionary of archival terminology.
176. JENKINSON, HILARY. The Public Record Office and its work. *The libraries of London; seventeen lectures delivered at the University of London School of Librarianship in April, 1948*. Ed. by Raymond Irwin. London, the Library Association, 1949. p. 55-91. A comprehensive statement on the work of the Public Record Office.
177. JONES, EVAN D. The National Library as the national records depository for Wales. *American archivist*, 13: 35-45 (Jan., 1950). Describes the development of the National Library of Wales as the *de facto* national records depository and indicates present requirements for the satisfactory discharge of this function.
178. KONARSKI, KAZIMIERZ. Ś. p. Wincenty Lopaciński. *Archeion*, 18: 13-15 (1948). A tribute to Wincenty Lopaciński, who died in 1939 and who was secretary and co-director of *Archeion*.
179. KONARSKI, KAZIMIERZ. Terminologia archiwalna i jej problemy. *Archeion*, 18: 71-86 (1948). Reports on the accomplishments of the Commission on Terminology of the Association of Polish Librarians and Archivists, which it is hoped will result in a glossary of archival terminology.
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181. KUPCZYŃSKI, TADEUSZ. Organizacja przedwojenna Archiwum w Gdańsku i dzisiejsze jego zasoby. *Archeion*, 18: 87-102 (1948). A concise history of the German archives established in 1903 at Danzig.
182. LAFRAGUA, JOSÉ MARÍA. Una circular relativa al Archivo General de la Nación.

- Mexico Archivo General, *Boletín*, 20: 521-525 (July-Sept., 1949). The text of a circular issued on November 19, 1846, by José María Lafragua, Ministro de Relaciones Exteriores e Interiores, relating to the Archivo General.
183. LÉONARD, ÉMILE-G. Archives, bibliothèques et oeuvres d'art en Italie durant la guerre. *Revue historique*, 202: [24]-51 (July-Sept., 1949).
 184. Llaverías y Martínez, Joaquín. Historia de los Archivos de Cuba. 2d ed. La Habana [Talleres del Archivo Nacional de Cuba] 1949. 429 p. The first edition of this study was published in 1912.
 185. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report for 1948-49. Madras, 1949. 16 p.
 186. MASCHKE, H. M. Die Deutschen Akten und das Kriegerrecht. *Der archivar*, 3, no. 1: cols. 27-34 (Jan., 1950). A discussion of the legal status of the "captured" German records of World War II.
 187. MAURITIUS ARCHIVES BULLETIN. No. 1. 1948. Port Louis, Maritius, Government Printer, 1949. Irregular. The first issue of this new bulletin contains an introduction (p. [1]-4) by A. Toussaint, Archivist of Maritius, describing the history and present organization of the Mauritius Archives Office; the administrative report of the Office for 1945-48 (p. 5-7); and a check list of notarial records (p. 14-24).
 188. MENCEL, TADEUSZ. Zalozenie Archiwum Ogólnego Krajowego w Warszawie w 1808 r. *Archeion*, 18: 103-130 (1948). A study of the origin of the Central Archives at Warsaw.
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 191. NETHERLANDS. RIJKSARCHIEF. Verslagen omtrent 's Rijks oude archieven, 1948. 2d ser., vol. 21. 's-Gravenhage, 1949. 123 p.
 192. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, MAASTRICHT. Verslagen over 1948. [n. p., n. d.] 13 p.
 193. NORTHERN IRELAND. PUBLIC RECORD OFFICE. Report of the Deputy Keeper of the Records for the years 1946-47. Belfast, His Majesty's Stationery Office [1949] 131 p.
 194. NOVA SCOTIA. PUBLIC ARCHIVES. Report of the board of trustees for the year ending 30 November 1949. Halifax, King's Printer, 1950. 44 p.
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- ende Beamten in den letzten fünfzig Jahren. I. Das Haus-, Hof- und Staatsarchiv, p. 127-138; Eduard Strassmayr, Das Schlossarchiv Weinberg (Oberösterreich), p. 139-150; Tihamér Vanyó, Das Archiv der Konsistorialkongregation in Rom und die kirchlichen Zustände Ungarns in der 2. Hälfte des 18. Jahrhunderts, p. 151-179; Hermann Wiessner, Das Graf Dietrichsteinsche Fideikommissarchiv, p. 180-191; Josef Wodka, Die St. Pöltner Bestände des ehemaligen Wiener Neustädter Bistumsarchivs, p. 192-221.
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 200. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1st July, 1948, to 30th June, 1949. [n. p., n. d.] 5 p. Includes a brief section on the Archives Department, p. 4.
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 204. SUCHODOLSKI, WITOLD. Pamięci zasłużonego archiwisty. Wincenty Lopaciński. *Archeion*, 18: 5-12 (1948). A tribute to the memory of Wincenty Lopaciński, who died in 1939 and who was secretary and co-director of *Archeion*.
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A description of the records accumulated by special war-time agencies and activities in one of the Archives Départementales (Eure-et-Loir).

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217. WRIGHT, C. E. Palaeography and manuscripts. *The year's work in librarianship*. Vol. XII, 1939-45. London, the Library Association, 1949. p. 395-427.
218. ZIONIST ORGANIZATION. ZIONIST CENTRAL ARCHIVES. Report in the period 1st May, 1949-4th February, 1950. Jerusalem, 1950. 4 p.

See also 15, 19.

D. International Organizations

219. INTERNATIONAL FEDERATION FOR DOCUMENTATION. Rapport général sur la Fédération Internationale de Documentation, 1948-1949. *Revue de la documentation*, 16, fasc. 3: 63-65 (1949).
220. LE MAISTRE, C. International documentation. *Aslib proceedings*, 1: 279-282 (Nov., 1949). A brief summary of the current work of the Fédération Internationale de Documentation and the International Federation of Library Associations.
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IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

223. BRADLEY, JOHN G. Film vaults: construction and use. Society of Motion Picture Engineers, *Journal*, 53: 193-206 (Aug., 1949).
224. KEALLY, FRANCIS and HENRY C. MEYER. Air-conditioning as a means of preserving books and records. *American archivist*, 12: 280-282 (July, 1949). A list of references on the subject of air conditioning.
225. U. S. DEFENSE DEPARTMENT. Damage from atomic explosion and design of protective structures. Prepared for the National Security Resources Board by the Department of Defense and the United States Atomic Energy Commission. [Washington, 1950] 32 p. Prepared for use by civilian defense planning agencies.
226. WILLIAMS, W. OGWEN. Shelving of an aluminium alloy. *Archives*, no. 2: 30-32 (Michaelmas, 1949).

See also 28, 381.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

227. BRITISH RECORDS ASSOCIATION. Modern records; preservation and salvage. [London, The Association] 1948. 2 p. (*Memorandum* no. 10). Consists of extracts from the Association's *Memorandum* no. 7, designed to assist owners and custodians of manuscripts of all kinds, but particularly solicitors, in the task of selecting records that should be preserved.
228. EMMISON, F. G. Business archives. 1. The selection of records for retention. *Aslib proceedings*, 1: 195-201 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information

- Bureaux, September 10, 1949. The author, who is County Archivist of the Essex Record Office, suggests ways in which local record offices and libraries can be of assistance to business institutions in preserving and making available for use their historically valuable records.
229. ILLINOIS. STATE LIBRARY. ARCHIVES SECTION. Disposition of Illinois records. *Illinois libraries*, 32: 321-344 (May, 1950). The first installment of a manual adapted, by permission, from *Disposition of Federal records; how to develop an effective program for the preservation and the disposal of Federal records*, issued by the National Archives (Washington, 1949).
 230. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. New Government records disposal procedures. [Washington, 1949] 14 p. Report of the meeting of September 30, 1949, at which T. R. Schellenberg of the National Archives was the speaker. Discusses Federal records disposal procedures under the regulations of the National Archives Council issued on July 29, 1949.
 231. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Policies on the disposal, storage, and appraisal of records. [Washington, 1949] 13 p. Report of the meeting of June 17, 1949, at which T. R. Schellenberg of the National Archives was the speaker. Includes remarks by L. E. Donaldson of the Agriculture Department.
 232. RICHTLINIEN für die Verkartung der vorgenannten Akten. *Der Archivar*, 2, no. 2: cols., 63-66 (Aug., 1949).
 233. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Disposition of records. Washington, 1949. 2, 3, [2], 4 p. (*Memorandum* no. 7, Dec. 1, 1949.) Includes a copy of the regulations of the National Archives Council adopted July 29, 1949, of Standard Forms 115 and 115a, and of preliminary instructions on their use in the Department of Agriculture.
 234. U. S. NATIONAL ARCHIVES. Disposition of Federal records; how to develop an effective program for the preservation and the disposal of Federal records. Washington, 1949. 40 p. A manual designed to assist Federal agencies in developing programs for the disposition of their records. Includes chapters on analysis and evaluation of records, retirement, microfilming, and disposal. Supersedes *How to dispose of records* (rev. 1946).
 235. U. S. VETERANS' ADMINISTRATION. Appraisal of records. Washington, 1949. 6 p., looseleaf. (*Technical bulletin* 3-73.) Intended to serve as a guide and aid in appraising records and to recommend disposition and retention periods.
 236. U. S. VETERANS' ADMINISTRATION. Central office procedure for appraisal of VA records. Washington, 1949. 4 p., looseleaf. (*Technical bulletin* 3-75.) Sets forth procedures for the central office appraisal of records and simplifies the method by which retention periods are established and disposition instructions are issued.
 237. U. S. VETERANS' ADMINISTRATION. Consolidated record disposal bulletin (VA record disposal bulletins 1-15). Washington, 1950. 1 vol. (looseleaf). (*VA consolidated bulletin* 1.)
 238. U. S. VETERANS' ADMINISTRATION. Records management; disposition of noncurrent records. Washington, 1949. 36 p., looseleaf. (*Manual* 3-8.) Outlines policies and procedures applicable to the disposition of all noncurrent records of the Veterans' Administration.

See also 26-27, 109, 116, 166, 376.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

239. ADHESIVES—chiefly for paper. *Consumers' research bulletin*, 24, no. 2: 21-24 (Aug., 1949).

240. ALMELA MELIA, JUAN. Manual de reparación y conservación de libros, estampas y manuscritos. Mexico, D. F. [Instituto Panamericano de Geografía e Historia] 1949. 124 p. (*Manuales de técnica de la investigación de la historia y ciencias afines*, 2.)
241. BARROW, WILLIAM J. Procedimiento y equipo usado en el método Barrow para restaurar manuscritos y documentos. Guatemala, Sociedad de Geografía e Historia, *Anales*, 24: 76-80 (Mar.-June, 1949). A reprinting of the translation from the English edition of 1943 by Manual Carrera Stampa that was published in Mexico, Archivo General, *Boletín*, 19: [217]-228 (1948).
242. BRAKKE, J. H. Belagers van archieven en hun bestrijding. *Nederlands archievenblad*, 54: 77-79 (1949-50).
243. BUDKA, WŁODZIMIERZ. Papiernia w Podchelmii. *Archeion*, 18: 185-192 (1948). A note on the history of the manufacture of paper in Poland (particularly at Krakow) in the 16th century.
244. CHAKRAVORTI, S. The effect of Gammexane on paper. *Indian archives*, 2: 55-58 (Jan., 1948). A report on experiments conducted by the author, the results of which indicate that Gammexane smoke is injurious to paper records of all kinds.
245. CHAKRAVORTI, S. Effect of Gammexane on the durability of paper. *Nature*, 163: 607-608 (Apr. 16, 1949).
246. CUMMINGS, JAMES W., ALVIN C. HUTTON, and HOWARD SILFIN. Spontaneous ignition of decomposing cellulose nitrate film. Society of Motion Picture and Television Engineers, *Journal*, 54: 268-274 (Mar., 1950).
247. FADED writing. *Archives*, no. 2: 38 (Michaelmas, 1949). A note on the method employed at the Public Record Office to restore faded writing.
248. LAWRENCE, VIRGINIA N. The care of autographs; some suggestions for the collector. *Autograph collectors' journal*, 2, no. 1: 8-10 (Oct., 1949).
249. NIXON, HOWARD M. Lamination of paper documents with cellulose acetate foil. *Archives*, no. 2: 32-36 (Michaelmas, 1949).
250. NOLL, DANIEL F. The maintenance of microfilm files. *American archivist*, 13: 129-134 (Apr., 1950). Relates to the physical care and storage of microfilm.
251. TRIBOLET, HAROLD W. Protect those documents. *Autograph collectors' journal*, 2, no. 2: 3-8 (Jan., 1950). A description of methods to be used in repairing, framing, binding, and storing documents.
252. U. S. FEDERAL FIRE COUNCIL. COMMITTEE ON PROTECTION OF RECORDS. Annual report, 1949. [Washington, 1950] 3 p. Includes data relating to the stages of deterioration of nitrate film.
253. WORTH, JOHN T. Permanent paper. American Association of Medical Record Librarians, *Journal*, 20: 60-61, 66 (June, 1949). Reprinted from U. S. Census Bureau, *Registrar*, 10, no. 3: 2, 4 (Mar. 15, 1945).

See also 137.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

254. MUNDEN, KENNETH W. The identification and description of the record series. [Washington, 1950] 17 p. (U. S. Adjutant-General's Office. Departmental Records Branch. *Technical paper* no. 50-1, March, 1950.)
255. RUSSELL, MATTIE and EDWARD G. ROBERTS. The processing procedures of the Manuscript Department of the Duke University Library. *American archivist*, 12: 369-380 (Oct., 1949). Covers acquisition, accessioning, preparation for analysis, and cataloging.

256. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Pattern of directives and finding aids issued by the Branch. [Washington, 1949] 5 p. (*DRB memo* no. 29, December 27, 1949).
257. U. S. NATIONAL ARCHIVES. The preparation of preliminary inventories. [Washington] 1950. 14 p. (*Staff information circular* no. 14.) A manual providing technical instruction and guidance for the preparation of preliminary inventories, focusing attention on their purpose and scope, organization and content, and style and format.

See also 379.

B. United States in General and Federal Government

258. BEERS, HENRY P. The papers of the British commanders in chief in North America, 1754-1783. *Military affairs*, 13: 79-94 (Summer, 1949). An article describing the papers of the British commanders in chief and the extent to which either the originals or facsimiles are available in American depositories, with notes indicating where parts of them have been published.
259. BENNETT, ELAINE C. Calendar of Negro-related documents in the records of the Committee for Congested Production Areas in the National Archives. Prepared for the Committee on Negro Studies of the American Council of Learned Societies. Washington, American Council of Learned Societies, 1949. 100 p.
260. BISCHOFF, W. N. The Yakima Indian war, 1855-1856, a problem in research. *Pacific northwest quarterly*, 41: 162-169 (Apr., 1950). A discussion of unpublished sources for research in this field, including holdings in the several records branches of the National Archives.
261. BOYD, ANNE M. United States Government publications. 3d ed. rev. by Rae E. Rips. New York, H. W. Wilson Co., 1949. 627 p. This latest edition of a basic reference guide, revised to July 1948, is included here because of the important and close relationship between the records and the publications of the Federal Government.
262. BRAND, KATHARINE E. The papers of Oscar S. Straus. *Record of the Oscar S. Straus Memorial Association*; ed. with an introd. by George S. Hellman. New York, Printed for the Assoc. by Columbia Univ. Press, 1949. p. 54-61. Reprinted, with slight changes, in U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 2: 3-6 (Feb., 1950). The papers are now in the Library of Congress.
263. BULLOCK, HELEN D. The papers of John G. Nicolay, Lincoln's secretary. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 3: 3-8 (May, 1950). A description of the papers, which were presented to the Library of Congress in 1947.
264. FISHWICK, MARSHALL W. A note on World War II naval records. *American historical review*, 55: 82-85 (Oct., 1949). Indicates very briefly the location of some of the United States naval records of the World War II, with emphasis on the Flag Files in the Naval Records Management Center at Mechanicsburg, Pennsylvania.
265. GONDOS, VICTOR and DOROTHY GONDOS. Materials in the National Archives relating to Alexandria, Virginia. *Virginia magazine of history and biography*, 57: [421]-432 (Oct., 1949).
266. GONZALO PATRIZI, LUIS. Documentos Relativos a Venezuela que se conservan en The National Archives de Washington, 1835-1906. Venezuela. Academia Nacional de la Historia, *Boletín*, 32, no. 125: 81-98 (Jan.-Mar., 1949). A report prepared by the author as an intern in the National Archives, and comprising a subject analysis, arranged by month and year, of the principle matters discussed in the correspondence of the State Department with American foreign

service officials in Venezuela and with Venezuelan foreign service officials in the United States.

267. McCAMY, JAMES L. Government publications for the citizen; a report of the Public Library Inquiry. New York, Columbia Univ. Press, 1949. 139 p. The author, because of the nature of the Inquiry of which his study is a part, is primarily concerned with the value of government publications, Federal, State, and international, to the general public, not to the student or administrator, and with the difficulties involved in making those of general interest available for public use. The study is included here because of the important and close relationships between the records and the publications of governmental units at whatever level.
268. McCONNELL, ROLAND C. Importance of records in the National Archives on the history of the Negro. *Journal of Negro history*, 34, no. 2: 135-152 (Apr., 1949). A paper read at the annual meeting of the Association for the Study of Negro Life and History, Washington, D. C., October 30, 1948. Includes a general discussion of the services of the National Archives and a description of records in the National Archives relating to the history of the Negro.
269. MCFARLAND, MARVIN W. The General Spaatz Collection. [Washington, 1949] 33 p. Reprinted from U. S. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 3: 23-55 (May, 1949).
270. QUESADA ZAPIOLA, CARLOS A. Catalogo de la documentacion referente a las relaciones diplomaticas entre Estados Unidos de America y la Republica Argentina, 1810-1830, existente in el Archivo Nacional de los Estados Unidos de America. Buenos Aires, Archivo General de la Nacion [1948] 210 p. A catalog prepared by the compiler as an intern in the National Archives.
271. ROSENBACH COMPANY, *firm, booksellers*, PHILADELPHIA. The history of America in documents; original autograph letters, manuscripts, and source materials. Pt. I. The period of discovery to the Battle of Yorktown. Philadelphia, 1949. 135 p. A catalog to be completed in two additional parts.
272. SCHRIFTGIESSER, KARL. Franklin Roosevelt: a new self-portrait. *New York Times magazine*, Mar. 26, 1950, p. 13, 50-53. Describes interesting documents in the recently opened Roosevelt papers in the Franklin D. Roosevelt Library at Hyde Park, N. Y.
273. SELECTED recent acquisitions. *Mississippi Valley historical review*, 36: 569-575 (Dec., 1949). A selective list of some of the more important manuscript acquisitions of colleges, universities, and historical societies for the year 1949.
274. SHELLEY, FRED. The papers of Moreton Frewen. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 4: 15-20 (Aug., 1949).
275. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Guide to the records of Headquarters, Army Service Forces, 1942-1946. Washington, 1949. 66 p. (*Record group summaries* nos. 200.01 to 205.08.) These summaries were originally prepared by Martin P. Claussen for ultimate use in the "Handbook of Federal World War II records" to be published by the National Archives.
276. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Guide to the records of Office of Secretary of War, 1939-1946. Washington, 1949. 53 p. (*Record group summaries* nos. 100.21 to 105.37.) These summaries were originally prepared by Martin P. Claussen for ultimate use in the "Handbook of Federal World War II records" to be published by the National Archives.
277. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions*, 7, no. 3: 23-31 (May, 1950). Written by Solon J. Buck and Dorothy S. Eaton, this report is concerned with materials added to the collections in the custody of the Manuscripts Division and includes a definition of the acquisition policy of the Library of Congress with respect to such materials.

278. U. S. LIBRARY OF CONGRESS. California; the centennial of the Gold Rush and the first State constitution; an exhibit in the Library of Congress, November 12, 1949, to February 12, 1950. Washington, 1949. 96 p. The catalog of the exhibition, which included items lent by the National Archives.
279. U. S. NATIONAL ARCHIVES. Freedom Train exhibit, September 1949-January 1950. [Washington, 1949] 10 p. The catalog of the exhibit.
280. U. S. NATIONAL ARCHIVES. National Archives accessions. No. 38-40. [Washington] 1949-50. Issued quarterly as a supplement to the *Guide to the records in the National Archives* (Washington, 1948).
281. U. S. NATIONAL ARCHIVES. Organization, functions, and records of the United States Maritime Commission during World War II. Comp. by Homer L. Calkin. [Washington] National Security Resources Board, 1949. 20 p. Consists of copy prepared for the National Archives for its forthcoming handbook of records of World War II.
282. U. S. NATIONAL ARCHIVES. Organization, functions, and records of the War Shipping Administration during World War II. Comp. by Homer L. Calkin. [Washington] National Security Resources Board, 1949. 50 p. Consists of copy prepared for the National Archives for its forthcoming handbook of records of World War II.
283. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Senate. Comp. by Harold E. Hufford and Watson G. Caudill. Washington, 1950. 284 p. (*Preliminary inventory* no. 23.)
284. VANDERBILT, PAUL. Prints and photographs of Nazi origin. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 4: 21-27 (Aug., 1949). Describes materials gathered by the Library of Congress Mission in Europe.
285. WEBB, WILLARD. The Hotchkiss Papers; an additional note. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 1: 23-24 (Nov., 1949). A further note on the papers of Maj. Jedediah Hotchkiss, topographical engineer of the Second Corp of the Army of Northern Virginia.

C. State and Local

286. BERTHRONG, DONALD J. The Civil War Collection of the Illinois State Historical Library. Springfield, Illinois State Historical Library, 1949. 23 p. Manuscript materials are described on p. 7-23, including a brief indication of pertinent materials in the Illinois State Archives.
287. BULL, JACQUELINE. The Samuel M. Wilson Library. [Frankfort, Ky., n. d.] 3 p. A note by the Archivist of the University of Kentucky Library describing the book and manuscript materials comprised in the gift of the Samuel M. Wilson Library to the University.
288. CHICAGO, BURLINGTON AND QUINCY RAILROAD COMPANY. Guide to the Burlington Archives in the Newberry Library, 1851-1901. Comp. by Elisabeth Coleman Jackson and Carolyn Curtis. Chicago, Newberry Library, 1949. 374 p. Described as a "pioneer effort to make corporation records usable by historians," this guide is a checklist executed in considerable detail and fully indexed.
289. EDDY, HENRY H. Guide to the published archives of Pennsylvania, covering the 138 volumes of *Colonial records* and *Pennsylvania archives*, series I-IX. With an alphabetical finding list and two special indexes compiled by Martha L. Simonetti. Harrisburg, Division of Public Records, Pennsylvania Historical and Museum Commission, 1949. 101 p.
290. THE [GEORGE] SARTON collection in the history of science. *Harvard Library bulletin*, 4: 276-277 (Spring, 1950). Describes a collection, including Dr. Sarton's correspondence, recently presented to the Harvard College Library.

291. GOSNELL, CHARLES F. Labels from the New York State freedom train. *New York history*, 30: 354-368 (July, 1949).
292. HAMMOND, GEORGE P. Manuscript collections in the Bancroft Library. *American archivist*, 13: 15-26 (Jan., 1950). Indicates the nature of the more important collections in the Library. The author comments incidentally on the need for a Federal records center on the Pacific Coast.
293. HISTORICAL RECORDS SURVEY, PENNSYLVANIA. Guide to the manuscript collections of the Historical Society of Pennsylvania. 2d ed. Philadelphia, Historical Society of Pennsylvania, 1949. 1 vol. (unpaged). Lists some sixty per cent more collections than the first edition.
294. [KELLEY, CHARLES J.] The La Junta Archives. *New Mexico historical review*, 25: 162-163 (Apr., 1950). A brief note on the archives of the Catholic Church in Ojinaga.
295. LOVETT, ROBERT W. The Thompson Products Collection. Business Historical Society, *Bulletin*, 23: 191-195 (Dec., 1949). Describes a collection of documents presented to the Baker Library at Harvard University by Thompson Products, Inc., of Cleveland and illustrating labor-management-government relations in the company, 1933-48.
296. MEYER, MARGARET R. Local history materials in one college library. *College and research libraries*, 10: 449-451 (Oct., 1949). Describes the local history materials in the Library of Russell Sage College.
297. MISSOURI. STATE HISTORICAL SOCIETY. Biennial report of the Society, July 1947-June 1949. *Missouri historical review*, 44: 142-146 (Jan., 1950). Includes a summary on the archives deposited with the Society and on its newspaper microfilming program.
298. MISSOURI. UNIVERSITY. LIBRARY. Western Historical Manuscripts Collection. [n. p., n. d.] 77l. (*Bulletin* no. 5, July, 1949). A catalog, arranged alphabetically, of the groups and items in the collection, which includes papers of eight Missouri governors and a variety of other materials.
299. ROCHESTER, N. Y. UNIVERSITY. LIBRARY. The Local History Department. *Bulletin*, 4: 47-55 (Spring, 1949). Lists the more important groups of manuscripts in the Library, which is also the repository of the archives of the University.
300. SAN JACINTO MUSEUM OF HISTORY ASSOCIATION. A check list of manuscripts, including a transcript of a letter from the battleground, an eyewitness account of the Battle of San Jacinto. [Houston] 1949. [36] p. A checklist of materials included in the Emil Hurja collection of Texana, recently presented to the Museum.
301. STERN-TAEBULER, SELMA. Acquisitions. *American Jewish archives*, 2, no. 2: 23-32 (Jan., 1950). A list of selected accessions received by the American Jewish Archives in 1949.
302. VIRGINIA. UNIVERSITY. LIBRARY. Jefferson papers; a calendar comp. by Constance E. Thurlow and Francis L. Berkeley, Jr.; with an appended essay by Helen D. Bullock on the papers of Thomas Jefferson. xii, 343 p. Charlottesville, Va., The Library, 1950. Covers all the University's 2,500 original Jefferson manuscripts and a few photographic copies of originals in private custody. The essay by Helen Bullock (p. 279-291) discusses the history of Jefferson's personal papers and their widespread dispersion among libraries and individuals.
303. WYOMING. UNIVERSITY. ARCHIVES DEPARTMENT. University archives and western historical manuscripts collections, University of Wyoming. Laramie, 1949. 11 p. Compiled by Lola M. Homsher, Archivist of the University, this pamphlet describes briefly the collections in the Department as of June 1949.

D. Foreign Countries

304. ADY, CECILIA M. The Archivio Bentivoglio at Ferrara. *English historical review*, 64: 353-359 (July, 1949). Indicates briefly the scope and contents of the Archivio.
305. ANWEISUNG des Badischen Landesarchivamtes zur Ordnung der Gemeindearchive. *Der Archivar*, 2, no. 2: cols. 69-73 (Aug., 1949).
306. BEYERMAN, J. Nogmaals: "Het klapperen van archivalia." *Nederlands archievenblad*, 54: 67-70 (1949-50).
307. BIALKOWSKI, LEON. Akt lubelskich średniowieczne fragmenty. *Archeion*, 18: 155-158 (1948). Notes on medieval documents in the Archives of Lublin.
308. BOMBACHI, ALESSIO. La collezione di documenti turchi dell'Archivio di Stato di Venezia. *Rivista degli studi Orientali*, 24: 95-107 (1949).
309. BRECHLER, OTTO. Die Handschriftensammlung. *Die Österreichische Nationalbibliothek; Festschrift hrsg. zum 25 Jährigen Dienstjubiläum des Generaldirektors Univ.-Prof. Dr. Josef Bick*. Wien, H. Bauer-Verlag, 1948. p. 105-118. Describes the manuscript collection of the Austrian National Library.
310. COYECQUE, ERNEST. La collection de placards du Minutier Central (XVIe-XIXe siècle). *La gazette des archives*, new ser., no. 5: 22-25 (Jan., 1949).
311. DOBIE, MARRYAT R. Military manuscripts in the National Library of Scotland. Society for Army Historical Research, *Journal*, 27: 118-120 (Autumn, 1949).
312. GALEA, JOS. The archives of the Hospitallers and the records of the Commune in the Royal Malta Library. *Journal of documentation*, 5: [31]-37 (June, 1949).
313. HISTORICAL manuscripts. London. University. Institute of Historical Research, *Bulletin*, 22: 181-214 (Nov., 1949); 23: 100-[138] (May, 1950). These entries list (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
314. IRELAND, WILLARD E. The papers of Rev. Ebenezer Robson, D.D. United Church of Canada, Committee on Archives, *Bulletin*, no. 2: 3-7 (1949). Describes records recently presented to the Provincial Archives of British Columbia.
315. JOHNSON, C. H. Methodist archives at Mount Allison. United Church of Canada, Committee on Archives, *Bulletin*, no. 2: 14-17 (1949).
316. LEFEVRE, PL. Archives des arts. *Archives, bibliothèques, et musées de Belgique*, 20: [9]-18 (1949). Lists documents to be found in archives located in Brussels relating to artists from 1294 to 1509 A.D.
317. LHOTSKY, VON ALPHONS. Handschriftenausstellung der Österreichischen Nationalbibliothek anlässlich des Ersten Österreichischen Archivtages. Handschriftliche Denkmäler der Geschichte Österreichs. Mitteilungen des Österreichischen Staatsarchivs, 2: [7]-28 (1949).
318. NETHERLANDS. RIJKSINSTITUUT VOOR OORLOGSDOCUMENTATIE. Preliminary survey of the collections. No. 1. September, 1949. Amsterdam [1949] 20 p. A preliminary list, by short title only, of the materials in the custody of the Netherlands State Institute for War-Documentation (World War II). Original German and Dutch records are listed on p. 1-9.
319. PUGH, R. B. Privy Council minutes newly transferred to the Public Record Office. London. University. Institute of Historical Research, *Bulletin*, 22: 11-21 (May, 1949).
320. RAGATZ, LOWELL J. Early French West Indian records in the Archives Nationales. 2d ed. Washington, Educational Research Bureau, 1949. 40 p.
321. RAY, MARGARET. The Albert Carman Collection of Victoria University. United Church of Canada, Committee on Archives, *Bulletin*, no. 2: 8-13 (1949).
322. ROK 1848. Materiały do wypadków 1848 roku w polskich archiwach państwowych. *Archeion*, 18: 17-46 (1948). Consists of articles by Franciszek Paprocki, Adam Kamiński, Michał Antonow, and Mirosława Zakrzewska describing documents

- relating to the events of 1848 in the State archives at Posen, Krakow, Kattowitz, and Lublin.
323. RUDDOCK, ALWYN A. The earliest records of the High Court of Admiralty (1515-1558). London. University. Institute of Historical Research, *Bulletin*, 22: 139-151 (Nov., 1949).
 324. SINHA, N. K. Old records in the Calcutta High Court, 1749-1800. *Indian archives*, 2: 8-11 (Jan., 1948).
 325. SMITH, RAYMOND. London local collections. *Journal of documentation*, 5: [19]-30 (June, 1949). Mentions briefly the holdings of the Guildhall Records Office and includes remarks on the general advisability of making the local librarian the custodian of municipal records.
 326. SPAIN. ARCHIVO GENERAL DE INDIAS, SEVILLE. Catálogo de documentos de la Sección Novena. Vol. 1. Comp. by Don Cristóbal Bermúdez Plata. Sevilla [Imprenta de la Escuela de Estudios Hispano-Americanos] 1949. 822 p. Lists items to be found in two of some fourteen series making up this section of the Archivo, relating to Santo Domingo, Cuba, Puerto Rico, Louisiana, Florida, and Mexico.
 327. VEN, A. J. VAN DE. De kapittelarchieven in het Rijksarchief te Utrecht. *Nederlands archievenblad*, 54: 71-76 (1949-50).
 328. WALES. NATIONAL LIBRARY, ABERYSTWYTH. Handlist of manuscripts in the Library. Pt. 13. [Aberystwyth, 1950] 32 p.
 329. ZENGOTITA, JUAN DE. The National Archive and the National Library of Bolivia at Sucre. *Hispanic American historical review*, 29: [649]-676 (Nov., 1949). Describes the holdings of the institution in considerable detail. Includes an analysis of the contents of the *Boletín y catálogo del Archivo General de la Nación* (1886-1932), prepared with the assistance of Roscoe R. Hill.

See also 187.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

330. BEST, WALTER. Neu Deutsche Aufnahme- und Lesegeräte. *Revue de la documentation*, 17, fasc. 4: 97-101 (1950). Describes recent developments in photographic equipment and reading machines in Germany.
331. BORN, LESTER K. A national plan for extensive microfilm operations. *American documentation*, 1: 66-75 (Spring, 1950). Outlines factors to be considered and advantages to be gained in developing a national plan for microfilming operations, based upon cooperative agreement among libraries and institutions as to areas of concentration, cooperative purchasing, interlibrary loans, exchange of information, and the like.
332. CHAPMAN, EDWARD A. Low-cost institutional photocopying service. *American documentation*, 1: 35-41 (Winter, 1950). Describes a photocopying service recently established at the Library of the Rensselaer Polytechnic Institute, Troy, New York.
333. THE DEVELOPMENT of the microfilm. Great Britain. Treasury, *O and M bulletin*, 4, no. 4: 27-32 (Aug., 1949). A brief summary of microfilm equipment available in Great Britain and of some of the consideration involved in determining whether or not to microfilm a body of records.
334. EHRLICH, EVELYN S. Photomicrography as a bibliographical tool. *Harvard library bulletin*, 4: 123-126 (Winter, 1950). Cites specific examples of the use of photomicrography in the detection of forgeries in printed works. The apparatus used, which would be effective also in work with manuscripts, is a combination of a Leitz Ultropak microscope with a Land Polaroid camera.
335. HANKE, LEWIS. Mexican microfilm developments, I. U. S. Library of Congress,

- Quarterly journal of current acquisitions*, 6, no. 4: 9-13 (Aug., 1949). Reviews the interest of the Library of Congress in Mexicana and describes progress made since the Library assumed responsibility for the microfilm laboratory of the Benjamin Franklin Library in Mexico City.
336. HIRSCH, RUDOLF. Union list of microfilms. *American documentation*, 1: 88-90 (Spring, 1950). A note on the cumulated edition of the *Union list of microfilms*, to be published by the Edwards Brothers some time during the latter part of 1950.
 337. HOLMES, DONALD C. The Library of Congress Photoduplication Service. *American documentation*, 1: 84-87 (Spring, 1950). Describes some of the special projects in which the Service has been engaged, including the State Documents Microfilm Project and the operation of the Microfilm Laboratory of the Benjamin Franklin Library in Mexico City, and indicates the nature of the equipment of the Photoduplication Service laboratory.
 338. KURZBERICHT ueber die Tagung der Deutschen Gesellschaft fuer dokumentation, Köln, 9. und 10. Dezember 1948. *Revue de la documentation*, 16, fasc. 4: 102-105 (1949). A resumé of the papers read at this meeting, which was devoted to the subject of the application of photographic processes (chiefly microfilm) to work in libraries. Includes a resumé of remarks by Bernhard Vollmer, Director of the State Archives in Düsseldorf.
 339. LANCASTER, JOAN C. Microphotography for historians. London. University. Institute of Historical Research, *Bulletin*, 23: 68-75 (May, 1950). Summarizes information brought together in the form of an exhibition at the Anglo-American Conference of Historians in July, 1949, together with a list of micro-readers and of microfilming agencies and a bibliography.
 340. LIBRARY OF CONGRESS. GENERAL REFERENCE AND BIBLIOGRAPHY DIVISION. Microfilms and microcards: their use in research; a selected list of references. Comp. by Blanche P. McCrum. Washington, 1950. 81 p. A bibliography of sources relating to the "history, development, spread, and present utility of microfilms and microcards." Pt. 1 (p. 1-24) contains references to monographs, bibliographies, catalogs, and journals; Pt. 2 (p. 25-71) contains references to periodical articles, 1946-50. A topical index guides the reader to subjects referred to in the annotations of the entries.
 341. NOLL, DANIEL F. An analysis of H. R. 2818, [81st Cong., 1st sess.] on the admissability of photographic copies made in the regular course of business. *Commercial law journal*, 54: 127-128 (June, 1949).
 342. NOLL, DANIEL F. A selected bibliography on microphotography. *Archivi*, 2d ser., vol. 11-16, fasc. 2-4: 207-211 (1949). Reprinted from the *American archivist*, 11: 150-153 (Apr., 1948).
 343. OOSTERLOO, N. The direct possibilities of microphotography. *Revue de la documentation* 16, fasc. 3: 80-83 (1949).
 344. RIDER, FREMONT. Archival materials on microcards. *American documentation*, 1: 42-45 (Winter, 1950). Argues that a great variety of archival materials can be satisfactorily reproduced in microcard form, but emphasizes that the *practicability* of any particular microcarding project must be carefully appraised.
 345. TATE, VERNON D. An appraisal of microfilm. *American documentation*, 1: 91-99 (Spring, 1950). Appraises developments in the use of the microfilm over the past twenty years and concludes that its potentialities are being realized, though not by any means exhausted, in many fields.

See also 25, 30, 33, 48, 50, 62-63, 66, 101, 116, 250, 379.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS
 AND HISTORICAL MANUSCRIPTS

346. ALTICK, RICHARD D. A neglected source for literary biography. *Autograph collectors' journal*, 2, no. 2: 13-16 (Jan., 1950). Emphasizes the research value of catalogs of private autograph collections and of books written by autograph collectors. Many of the author's observations as to the failure of the literary biographer to exploit these materials would apply equally well to the historian.
347. AMERICAN ASSOCIATION OF REGISTRATION EXECUTIVES. The confidential nature of birth records. [Washington, 1950] 11 p. A policy for uniform procedures in all the States for the handling of birth records, recommended by the American Council of Registration Executives, Council on Vital Records and Statistics and endorsed by the Children's Bureau and the National Office of Vital Statistics.
348. [ANGLO-AMERICAN HISTORICAL COMMITTEE] Report on editing historical documents. *Indian archives*, 2: 36-54 (Jan., 1948). Reprinted from London, University, Institute of Historical Research, *Bulletin*, 1: 6-25 (1923).
349. CANE, MELVILLE. Who owns your letters? The paper belongs to you, but not the message. *Autograph collectors' journal*, 2, no. 3: 19-22 (Apr., 1950). A discussion of the common-law rights of literary property as they affect the right of publication, which in the case of any particular document remains in the writer or in his estate.
350. DAVIES, MARTIN. Archives and art history. *Archives*, no. 2: 17-21 (Michaelmas, 1949).
351. EXHIBITION of documents; report of a sub-committee appointed by the Council of the British Records Association, 18 October 1949. *Archives*, no. 3: 42-45 (Lady Day, 1950). An outline of factors to be considered in planning and administering exhibits of archival materials.
352. GARSON, O. ANDREAS. The display of manuscript collections. *Autograph collectors' journal*, 1, no. 4: 17-19 (July, 1949). Suggestions for the managers of loan exhibits of heterogeneous materials and for the housing and exhibiting of private collections.
353. GODBER, JOYCE. The publication of Latin records. *Archives*, no. 3: 17-19 (Lady Day, 1950).
354. GOODMAN, NATHAN G. Historian and the auction block; valuable letters are sold to the public. *Autograph collectors' journal*, 2, no. 3: 23-27 (Apr., 1950). Describes documents of great historical significance that have appeared in auction rooms in the past quarter century.
355. GRAS, NORMAN S. B. Past, present, and future of the Business Historical Society. Business Historical Society, *Bulletin*, 24: 1-12 (Mar., 1950).
356. HULL, FELIX. Facilities for access. *Archives*, no. 3: 20-23 (Lady Day, 1950). A discussion of problems relating to the provision of adequate reference and research facilities in archival establishments.
357. HUMPHREY, RICHARD A. Historical research in the Department of State. *Revista de historia de America*, 27: 59-75 (June, 1949). Discusses the philosophy underlying the historical research program of the Department of State.
358. KAHN, HERMAN. A note on the authentication of documents. *American archivist*, 12: 361-365 (Oct., 1949).
359. DIE KÜNSTIGE Behandlung der Personalakten und der bei den Gerichten erwachsenen Akten personengeschichtlichen und erbiologischen Inhalts. Korreferate. *Der Archivar*, 2, no. 2: cols. 57-64 (Aug., 1949).
360. LE HARDY, WILLIAM. Records of local clubs and societies. *Archives*, no. 3: 24-28 (Lady Day, 1950). Urges the value of records of local clubs and societies for the study of social history.
361. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY. Facsimiles & forgeries, a guide to a timely exhibition in the Library. Ann Arbor, 1950. 26 p.

362. ROBERTS, A. D. Searching for the texts of treaties. *Journal of documentation*, 5: [136]-163 (Dec., 1949). Relates chiefly to published sources, but mentions also unpublished sources.
363. RUBINCAM, MILTON. What the genealogist expects of an archival agency or historical society. *American archivist*, 12: 333-338 (Oct., 1949).
364. TERENCE, PETER B. Legal aspects for medical records librarians. American Association of Medical Record Librarians, *Journal*, 20: 81-83, 108-110 (Aug., Oct., 1949).
365. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Search room regulations. [Washington, 1950] 4 p. (DRB publication no. 50-10.)
366. U. S. CONGRESS. HOUSE. An act to increase the annual authorization for the appropriation of funds for collecting, editing, and publishing of official papers relating to the Territories of the United States. [Washington, 1950] 1 p. (81-2, S. 2348.)
367. U. S. CONGRESS. HOUSE. A bill to amend an Act fixing the price of copies of records furnished by the Department of the Interior. [Washington, 1950] 2 p. (81-2, H. R. 6013.) The Public Lands Committee reported favorably on this bill (81-2, H. Rept. 2215).
368. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Department of State appropriations for 1951. Hearings . . . 81-2. Pt. 1. Washington, 1950. p. 517-963. Funds for the compilation and publication of the *Papers relating to the foreign relations of the United States* are discussed on p. 650-653 and p. 699-700.
369. U. S. CONGRESS. SENATE. A bill to implement Reorganization Plan Numbered 20 of 1950 by amending title 1 of the United States Code, as regards publication of the United States Statutes at Large, to provide for the publication of treaties and other international agreements between the United States of America and other countries in a separate compilation, to be known as United States Treaties and Other International Agreements, and for other purposes. [Washington, 1950] 4 p. (81-2, S. 3728.) A bill to authorize separate compilation and publication by the State Department of treaties, formerly included in the *Statutes at large*.
370. U. S. NATIONAL ARCHIVES. The National Archives Library. [Washington, 1949] 4 p. A leaflet describing the facilities and services of the National Archives Library available to staff members and to searchers using records in the National Archives.
371. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Custody, protection, and use of historical material. Application for permission to use; admission card. *Federal register*, 15: 1913 (Apr. 5, 1950). Regulations governing the issuance of admission cards to the search rooms of the Franklin D. Roosevelt Library.
372. U. S. NATIONAL OFFICE OF VITAL STATISTICS. Registration of vital events among Indians. [Washington, 1950] p. 109-126. (*Vital statistics—special reports*, 33, no. 6. June 9, 1950.) Published as part of the program of the National Office of Vital Statistics, with the cooperation of the Bureau of Indian Affairs, of promoting more complete vital registration among Indians.
373. U. S. SOCIAL SECURITY ADMINISTRATION. Regulation no. 1 (as amended). Disclosure of official records and information. Washington, 1949. [7] p.
374. U. S. STATE DEPARTMENT. Department of State facilities available to educational and research institutions. [Washington, 1949] 9 p.
375. WOLKINSON, HERMAN. Demands of Congressional committees for Executive papers. Pts. 2-3. *Federal bar journal*, 10: 223-259, 319-350 (July, Oct., 1949).
376. WRIGHT, ALMON R. The scholar's interest in personnel records. *American archivist*, 12: 271-279 (July, 1949). Adapted from a paper read before the Interagency Records Administration Conference, Washington, D. C., October 15, 1948.

See also 23, 53, 96, 103, 128, 137, 140, 154, 228, 232, 341, 377.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

377. BAUMHOFER, HERMINE M. Some reference problems of picture collections. *American archivist*, 13: 121-128 (Apr., 1950). A paper read before the annual meeting of the Society of American Archivists, Quebec, September 20, 1949.
378. FRIIS, HERMAN R. Cartographic and related records: what are they, how have they been produced, and what are problems of their administration? *American archivist*, 13: 135-155 (Apr., 1950).
379. MAPS in the Library. *Library journal*, 75: 421-516 (Mar. 15, 1950). A special feature issue of the *Library journal* prepared by the Geography and Map Group of the Special Libraries Association. Articles of particular interest to archivists are the following: Kathleen Irish, "What about gazetteers?" (p. 447-449); Otilia C. Anderson, "No best method to catalog maps" (p. 450-452); Lloyd A. Brown, "Those rare maps are not curios" (p. 459-461); Arthur B. Carlson, "Old maps recorded history" (p. 461-463); and Gerritt E. Fielstra, "Photoreproduction of maps: practical?" (p. 464-465).
380. SMITH, G. HUBERT. Pictures and history. Montpelier, Vt., American Association for State and Local History [1949]. p. 75-99. (American Association for State and Local History, *Bulletins*, 2, no. 3. Sept., 1949). The author, who is curator of the Museum of the Minnesota Historical Society, outlines procedures in acquiring, preserving, and organizing picture collections and promoting their use.
381. WINKLER, J. FRED. Cartographic record filing in the National Archives. *American archivist*, 12: 283-285 (July, 1949).

See also 223, 246, 252.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORDS OFFICERS

382. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1949-1950. Washington [1949] 7 p.
383. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Archives, genealogy, historic buildings; 3 specialized courses for summer study, beginning June 12, 1950, offered in cooperation with Colonial Williamsburg, Inc., Library of Congress, Maryland Hall of Records, National Archives, National Park Service. Washington, 1950. Folder.
384. GOUW, J. L. VAN DER. Wat het rapport van de Staatscommissie reorganisatie H. O. bevat omtrent de opleiding van de wetenschappelijke archiefambtenaar der le klasse. *Nederlands archievenblad*, 54: 61-66 (1949-50).
385. NEW YORK UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. Announcing a new training center in records management and archives administration, offered by the Graduate School of Business Administration, New York University and the National Records Management Council, September 26, 1949, to June 2, 1950. [New York, n. d.] Folder.
386. RECORDS management training. *Office management and equipment*, 11, no. 6: 20-22 (June, 1950). Announces the establishment by the National Records Management Council of fellowships in business records management as a memorial to the late R. D. W. Connor, first Archivist of the United States.

See also 35, 37, 107, 205.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Dominion of Canada, *Report of the Public Archives for the Year 1949*, by Wm. Kaye Lamb. (Ottawa. Edmond Cloutier, 1950. Pp. xxxiv, 462. Illustrations, appendix. Paper bound, \$1.00.)

Though one might suppose from the title that this entire volume or at least the major part thereof would be the report of the Public Archives of Canada, actually only the first thirty-four pages make up that report. The remainder of the volume consists of a 359-page calendar of the despatches of the lieutenant governors of Nova Scotia, 1834-1867; an eighty-nine page summary of the Minutes of the Executive Council of Nova Scotia, 1720-1732; a nine page "Guide to Calendars of Series of Collections in the Public Archives"; and a three page list of "Series and Collections [in the Public Archives] Having Registers or Descriptive Lists." To the present reviewer it seems unfortunate that such a diversity of material has been included in this publication, especially the calendar and summary of the Nova Scotia material. This latter is an entirely different sort of thing from the report of the Archives and more properly should have been issued separately—but perhaps that would have been impracticable.

For present purposes the brief report of the Public Archives bears the chief interest. The most important events of the year, says the Archivist, "were probably the revival of interest in transforming the department into a full-fledged public record office for Canada, and the purchase of a microfilm copying camera." Lack of space has prevented the Archives from taking custody of more than a small fraction of the government's records relating to the period since the Confederation (1867), and the searcher for this later period frequently finds that the records are scattered. The proposed solution is "the construction of a large half-way house for departmental files, controlled and staffed by the Public Archives, but not necessarily situated in downtown Ottawa." When the records in this depository had ceased to have value for official business, they would be reviewed by the Archives staff, those appearing to have value for research would be transferred to the Archives and the rest would be authorized for disposal. A step in the right direction has been made by the Public Records Committee, established several years ago, which has been handling efficiently the disposal of records.

The use of microphotography will change considerably the program of the Archives in obtaining copies of records in London and Paris. For more than seventy years such copying has been done, and most of the copies, even those made in 1949, are handwritten. Obviously microfilming will speed up the

process enormously, errors will be eliminated, and the marginal notes on documents, most of which previously have been omitted, will now be reproduced.

A list of papers or copies of papers acquired by the Manuscript Division during the year is given, with a brief description of each. The Map Division reports the acquisition of some 2,000 maps, charts, and plans during the year, and lists some of the more significant items. The Print Division tells of two notable loan exhibitions made during the year and reports a number of acquisitions. The Library states that its chief need is to round out its collections and fill in the gaps, and that a good start has been made in that direction. There are also reports regarding the Museum, the Research Division, Publications, and Technical Services.

This is an encouraging report. While a great deal remains to be done before Canada can claim to have an up-to-date, adequate archives establishment, at least the Archivist and his staff have visualized what is needed and are attempting to develop a suitable program. That in itself is a long step forward.

CHRISTOPHER CRITTENDEN

North Carolina Department of Archives and History

The Essex Record Office, 1938-1949, a Report, prepared by the County Archivist F. G. Emmison for the Records Committee of the Essex County Council. Essex Record Office Publication, No. 10. (Chelmsford. Essex County Council. 1950. Pp. 28.)

Directly east of the wien of London and north of the Thames Estuary, athwart the seasonal mists that roll in from the German Ocean, smiles the green county of Essex, an undulating suburban countryside larger in area than Rhode Island and as populous as Connecticut or Maryland. While residents of the county have long been articulate in the literary and historical world, not until the era of the Munich Pact did the Essex Record Office come into being at Chelmsford, the centrally located shire town of 26,000 persons, only thirty miles from London.

Designed from the first to be more than a storehouse of local government documents, this county archival institution was in fact intended to gather and preserve in safety "accumulations of official, ecclesiastical, parochial, estate, family, and historical documents relating to Essex." The present pamphlet, in Sunday-go-to-meeting format, is an official report of the up-to-now variety, elaborated by the County Archivist for the Records Committee of the Essex County Council. Herein are found a listing of the members of the Committee; a preface by their chairman, A. Laver Clarke; an acknowledgment to donors and depositors as well as a roster of them; a chart showing possible changes in the custody of estate and family muniments; a statistical table showing services rendered in 1949; and the report proper detailing an enviable record of achievement under the single County Archivist whom Essex has been fortunate to engage, F. G. Emmison. There are seven or eight illustrations and four appendixes.

Starting in 1939 with a staff of six who quickly established a reputation for carefulness and progressiveness, the Essex Record Office easily attracted to its protected semi-basement muniment rooms in the County Hall at Chelmsford many pertinent documents that but for the war might have continued to languish in London or elsewhere. Even so, a precautionary program of photographing 800 maps and making 80,000 microfilm exposures was effected, along with temporary dispersal of some of the Chelmsford holdings to Hertford, Aylesbury, and Wales. The post-war years, captioned years of opportunity, saw these further developments: enlargement of the staff to a permanent complement of sixteen; increased emphasis upon restoration of documents; methodical exploration of outlying private and family collections; reciprocal interchange of documents with nine Essex borough libraries approved as manorial repositories; collaboration between the Education Committee and the Records Committee of the County Council toward ample space for a county museum of historical records; extension of exploratory educational work such as lectures at colleges and schools; and marked improvement of reference facilities particularly the enlargement of three principal indexes — personal names, parishes and subjects. The index of personal names has now grown to 450,000 entries, while cataloging and calendaring have produced some 25,000 sheets of typescript. Best of all, printing is not only being systematically done but it is being done on a very nearly self-liquidating financial basis. Publication in two parts in 1946 and 1948 of the *Guide to the Essex Record Office* comprising 276 illustrated and conveniently indexed pages is being supplemented with the issuance of other publications of which the present item can be greeted as the tenth.

The urgent need now, says Mr. Emmison in a look to the future, is for enlarged physical accommodation, something the County Council may well be weighing. Readers of this report or of Mr. Emmison's short article of similar essence in the second number of *Archives* will certainly conclude that the Essex Record Office is doing a substantial work. Already from the Chelmsford staff have been drawn the county archivists of Berkshire, Gloucestershire, and Glamorgan; and because Essex has demonstrated the community value of a dynamic local records policy, eyes both in Britain and beyond will continue to watch, not without fascination.

H. B. FANT

National Archives

Archivo de don Bernardo O'Higgins. (Santiago. [Archivo Nacional], 1946-1950. Vols. 1-2, Editorial Nascimento and Vols. 3-7, Imprenta Universitaria. 7 vols. Pp. xi, 364; xi, 479; xxvi, 419; 350; xxv, 321; 368; xvii, 383.)

This series of documentary volumes represents an excellent example of what an archive can contribute to the historiography of a nation. Bernardo O'Higgins is regarded by Chileans as the Father of his Country and he holds high

place in their esteem, because of his achievements in the movement for independence and in the establishment of the national government. His was a life of hardships, with its corresponding successes and disappointments. During his lifetime he obtained high honors, played an outstanding role and then finally endured many years of exile. Thus it was natural that a plan was adopted for the complete publication of the documents relating to his activities during the early years of the republic.

By law 7367 of November 20, 1942, a committee headed by the able director of the National Archive, Dr. Ricardo Donoso, was formed to carry out the project. His associates are Sr. Jaime Eyzaguirre Gutiérrez of the Academy of History, Dr. Eugenio Pereira Salas of the Chilean Society of Geography and History, and Sr. Guillermo Feliú Cruz of the National Library. Their task is to assemble and edit all pertinent papers, in an undetermined number of volumes of which the first seven are here mentioned. According to Dr. Donoso, there is to be included in the series "all the documentary material relating to his (O'Higgins) life, to his efforts in favor of the independence of the nation, to the policies which he carried out in the government and to the relations which he maintained with the eminent servants of the cause of Hispanic-American emancipation."

The great bulk of the documents are in the National Archive, others are in the collections of the National Library and some are in private hands. There is included not only the direct correspondence (letters to and from him) and papers of O'Higgins, but also the official correspondence of ministers and diplomats, which reveals the course of events in which he participated. It is to be noted that a large proportion of the documents were inedited, which serves to give the volumes singular importance.

The volumes are well edited, with information as to the source of each document and an indication of those which have been published previously. Helpful introductions by members of the committee have been provided to explain the documents and their setting. Indexes of names are included in each volume. In volume one, which deals with the early life of O'Higgins and the first months of the struggle for independence (1811-1813), the documents are arranged chronologically. Beginning with volume two, the documents are assembled in subject groups, within which they are chronological. This serves more effectively to present the materials for each period. Volume two pertains to the military operations of 1814. Volumes three and four comprise the correspondence of Antonio José Irisarri, the Chilean representative in Europe (1819-1826). Volumes five and six relate to the diplomatic mission of Miguel Zañartu to Buenos Aires (1818-1822). Finally, volume seven deals with the organization of the Army of the Andes under San Martín, the expedition to Chile and the appointment of O'Higgins as Supreme Director of Chile, 1814-1817.

The National Archive of Chile and Dr. Donoso are to be congratulated upon the presentation, in printed form, of such valuable material to interested historical scholars. These volumes may well serve as a model to other national

archives for their programs of documentary publication. This publication project may even suggest procedures which may be helpful to our own National Historical Publications Commission.

ROSCOE R. HILL

Washington, D. C.

Current Records Management Handbook, by the Pan American Sanitary Bureau. Records Management Bulletin, No. 3-49. (Washington, 1949. Pp. iii, 16 and unpagéd exhibits interspersed. Mimeographed.)

Although this handbook is intended as an operating manual for the records and communications section of the Pan American Sanitary Bureau, with a few deletions of those passages which deal specifically with the Pan American Sanitary Bureau and further elaboration on records management technique, this handbook could be converted easily into a brief source book on records management information. The material covered includes: organizing records and communications; the purpose, scope and responsibilities of the records management section; procedures for handling incoming and outgoing communications; a detailed explanation of the subject-numeric system which is now in force at the Pan American Sanitary Bureau together with an explanation why this particular system was selected. Exhibits of all forms, stamps, sample letters, reports and the like in use, have been included to complete this handbook. Although specifically written for the Pan American Bureau, it also should prove of value to records managers and mail room supervisors in commercial fields.

ANN McDONALD

Records Management Association of New York

Standard Correspondence Filing System Handbook. Part 1. Installation and Operating Procedures. Part 2. File Outline. Part 3. Subject Index. Specialist Supplement No. 2 to Volume XXI, Office Services Reclamation Manual of the United States Department of the Interior, Bureau of Reclamation. (Washington. Bureau of Reclamation, 1949. Pp. xi, 150, unpagéd exhibits. Processed.)

This handbook, issued as "Specialist Supplement no. 2 to Volume XXI Office Services Reclamation Manual," is intended primarily for the use of the employees engaged in communications and records filing operations, and constitutes a revision of the Bureau's *Standard Correspondence File System*, dated October 12, 1943. This revision effects approximately a fifty percent reduction in the number of decimally coded subject files prescribed in the 1943 edition, notwithstanding the inclusion of many new subject files occasioned by changes in Bureau operations and interests.

Special features in the revision are: (1) the incorporation of "Use" statements under many of the file subjects; (2) the insertion of "#" symbols following many code numbers and "Use" statements, designed to guide coding

clerks to the use of more appropriate subject files; (3) a subject index, to be used by correspondence coding clerks and searchers as guide in the use of the File Outline.

The handbook was prepared by the Office of Supply in collaboration with other branches and offices, and with regional and operating offices. It supersedes Circular Letter 3195, dated October 12, 1943. The loose-leaf form, for use in ring binders, permits the insertion of local office instructions or record sheets in close proximity to applicable subject codes. It is divided into three parts, namely: (1) Installation and Operating Procedures; (2) File Outline; (3) Subject Index. Part 1, Installation and Operating Procedures, contains a table of major subdivisions showing their respective classifications and illustrations of "catch cards"; "cross references"; "dummy for files"; and "promise cards."

The basic plan of a decimal file system is used with the following classifications:

- 000. General
- 100. Administration and planning
- 200. Finance
- 300. Property and supply
- 400. Research, testing and technical miscellany
- 500. Design, construction and operation, and maintenance
- 700. Lands and water rights
- 800. Economics
- 900. Personnel

Major and minor subdivisions are indicated. The division of each Classification into its nine subgroups, or so-called *Major Subdivisions*, are represented by a second digit of the primary number; the division of each Major Subdivision into its nine subgroups, or the so-called *Minor Subdivisions*, by the third digit of the primary number. For instance, Minor Subdivisions under the 110 Major subdivision (Authorizations and Policies) are indicated by the following codes and titles: 111. Rules and Regulations; 112. Order and Circular Letters; 113. Memoranda and Bulletins. The three digits making up the primary numbers are reserved for the Classification, Major and Minor Subdivision groups. Additional subdivisions, or so-called *Decimal Subdivisions*, are represented by the assignment of numbers after the decimal and shows the relationship of each subject file to its general antecedents, and also shows its position with respect to subjects of equal rank.

Although essentially a decimal system of classification, examination of the File Outline discloses four variations from the decimal system of classification: (1) state symbols where states and territories are given numbers which are representative of their sequence in an alphabetical list, each state retaining the same symbol number whenever used in the Outline; (2) basin symbols where numbers are given to investigations and planning for proposed Federal Reclamation projects, but without decimal value; (3) numerical sequence symbols when greater subdivisions of a basic subject is required than can be accomplished readily with the true decimal pattern; and (4) dash subdivisions. Care-

ful consideration has been given to all phases of filing: master files, project files, correspondence, tickler call-up system, transfer files, disposition of records, and library operations.

The File Outline (Part 2) includes the ten classification groups with necessary subdivisions. Notes appear under each classification number to assist coding clerks in classifying material to be filed. “#” calls attention to special filing instructions. “Use” statements guide coding clerks to the use of more appropriate subject files. The File Outline has been designed to meet local operating circumstances, recognizing the necessity for the exercise of independent judgment and initiative.

The Subject Index (Part 3) is for the use of the correspondence coding clerks and searchers as a guide in the use of the File Outline. It is arranged alphabetically by subject matter with “*See” reference to classification number. If the number refers to a “series” it is so indicated. Each letter of the alphabet is paged separately, i.e., A 1-12; B 1-5, etc.

The system covered by this *Specialist Supplement* is prescribed as the official standard correspondence filing system for the Bureau. All installations and operations conform to the File Outline. Any proposed changes in the prescribed system by the establishment of new subject files and the assignment of code numbers thereto, must be submitted to and approved by the Commissioner before such changes can be made. This order makes it possible to maintain uniformity through the Bureau.

Separator sheets, with staggered position extended tabs bearing classification numbers, helpful for quick reference, will be furnished all offices using the handbook.

EMMA M. SCHEFFLER

Illinois State Archives

Report of Survey of the Records and Filing Equipment in the Orphans Court, County of Philadelphia, [by Thomas Amelia]. (Philadelphia Committee Pennsylvania Economy League, March, 1950. Pp. iv, 17. Processed.)

This report, as its title implies, consists of a survey of both records and filing equipment. It tells the not-surprising story of inadequate equipment, insufficient storage space, and lack of an adequate inventory upon which disposal of useless papers could be based. The Committee's primary recommendation is that adequate five-drawer file cabinets be acquired. With illustrations, it shows how maximum space can be utilized by the careful placement of such equipment in available space.

Of special interest to the records administrator is the Committee's strong advocacy of the swing-front file cabinet. Many arguments, given to show its superiority to the rigid-front cabinet from both economy and efficiency points of view, are supported by diagrams. The arguments have added weight, coming as they do from an economy group where the emphasis is savings to the taxpayer, not sales profit.

Little is written of the records themselves. The legal value of the records is stressed and certainly this argument has the greatest appeal to officials directly concerned with records preservation. But consideration also ought to be given to their potential historical and genealogical value, which is great. The records date from 1719, and apparently for the greater period of their existence are of more value for research than for legal purposes. It would be interesting to see a discussion of the merits of removing Philadelphia's non-current files to a records depository, thus releasing valuable central city space for present administrative needs.

MEREDITH B. COLKET, JR.

National Archives

General Services Administration, National Archives. *Preliminary Inventory of the Records of the United States Senate*, compiled by Harold E. Hufford and Watson G. Caudill. Preliminary Inventory No. 23. (Washington. National Archives, 1950. Pp. x, 284. Processed.)

This twenty-third preliminary inventory issued by the National Archives is devoted to the "materials from the First through the Seventy-ninth Congress in Record Group 46, Records of the United States Senate, that had been transferred to the National Archives by December 31, 1949." In effect, this group includes all the records of the Senate through the Seventy-sixth Congress which have been preserved. Some of the later materials are still in the custody of the Senate. The actual inventory is preceded by a short statement of the purposes and limitations of the "Preliminary Inventory," a table of contents, and an introduction which in a very few pages sketches the history of the Senate, its major functions and records, and an explanation of the development of this inventory. An index concludes the work. It is of limited usefulness because "the index refers only to names and subjects mentioned in the text of the inventory, and as the inventory gives little of the contents of the records it covers, its index will give no more."

Arrangement of the material is of the simplest. One Congress follows another in chronological order — the table of contents refers only to Congresses — and within each Congress there is a sequence beginning with the Minutes and Journals and proceeding to "Other Records," obviously from most fundamental to least important. The physical description of each record series or group is as complete as ought to be expected in a work of this kind, and the subjects mentioned in the treatment of each group are no doubt those which long experience has indicated are most sought after. Much credit is due, therefore, to Roscoe R. Hill and William J. Van Schreeven and their assistants for developing the "classification scheme" for these records which was used as a guide by Messrs. Hufford and Caudill, who compiled the inventory.

Some questions inevitably present themselves to the reviewer of a work of this kind. One wonders whether the records of the United States Senate are made very much more available by a preliminary inventory. Would it not

have been possible with little more expenditure of time and effort to have completed a final inventory which need not have followed so awkward an arrangement? For example, would it not have been more useful to group all the Presidential Messages together in one entry and include a well-digested analysis of their purpose, their content, and their history? The choice of subjects to be mentioned in the entries — in the final analysis, subjective — may not be worthwhile, and it is possible to doubt whether the labor devoted to an index of this kind is justified. To sum up, is the "Preliminary Inventory" a suitable finding medium for the records of an agency of long history and primary importance?

MORRIS L. RADOFF

Maryland Hall of Records

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News Notes

MARY C. LETHBRIDGE, *Editor*

The National Archives

THE NATIONAL ARCHIVES AND RECORDS SERVICE

Under the terms of some of President Truman's reorganization plans, several functions of the Department of State not related to foreign affairs were recently transferred to the General Services Administration and were assigned to the National Archives and Records Service. *The Territorial Papers of the United States*, of which Dr. Clarence E. Carter is the editor, will hereafter be published by the National Archives. *The Statutes at Large* will be published by NARS' Division of the Federal Register, but the State Department will continue to publish treaties and other international agreements and related documents. The Division of the Federal Register has also been made responsible for the receipt of the laws, their publication in slip copies, and their preservation; for the receipt and preservation of certifications of Presidential electors and electoral votes; and for the publication of amendments to the Constitution.

The Archivist of the United States, Dr. Wayne C. Grover, and Oliver W. Holmes, Director of the Natural Resources Records Branch of the National Archives, attended the First International Congress on Archives held in Paris in August. Mr. Holmes is the Council's Deputy Secretary-general for the Western Hemisphere and the Archivist is a member of its Committee on Admissions.

LIBRARY OF CONGRESS

The Library of Congress has recently received as a gift from the National Women's Trade Union League of America the records of that organization from the date of its establishment in 1903 to June 15, 1950, when for a variety of reasons, chief of which was "lack of personnel and funds," its activities were terminated.

The League was a federation of trade unions having women members, many nationally prominent, with a supplementary membership of persons who endorsed its principles and accepted its platform. The fundamental idea upon which the League's work was based was the organization of women wage workers into trade unions, "thereby to help them secure conditions necessary for healthful and efficient work and to obtain a just return for such work." It was in part responsible for the Federal investigation into conditions of working women and children, made during President Theodore Roosevelt's administration and with his support, and for the establishment within the Department of Labor of the Women's Bureau and the Children's Bureau, both headed for many years by active League members.

In large part through the efforts of Miss Elisabeth Christman, national Secretary-Treasurer of the League, the organization's headquarters records were chronologically arranged, indexed, and bound. In addition to the 32 volumes of such material, the League's gift to the Library includes verbatim proceedings of conventions, 1909-47, proceedings of the three International Congresses of Working Women in 1919, 1921, and 1923, more than 100 dossiers relating to the League's educational program on international affairs, legislation, and other matters, and a considerable body of photographic material.

The Library of Congress announced in July that it will extend its interlibrary loan service on a trial basis to include positive copies of microfilm in those cases where the Library possesses the negative and where the original material is believed not to be available on interlibrary loan from an institution in continental United States. The broadened service will be extended to libraries with adequate equipment and personnel trained for servicing microfilm.

The objective of this service is to prevent wasteful expenditures by libraries for research materials or microfilm copies thereof for which they have only occasional need.

The rules which govern the Library's loan of microfilms are the same as those of interlibrary loan in general, with the following conditions:

- a. Only positive microfilms will be lent, and only those positives of which the Library possesses the negatives under conditions of acquisition which do not prevent such lending. (Where the Library possesses the negative but no positive, the Library will prepare a positive copy for loan if, in its opinion, circumstances warrant.)
- b. A requesting library will be required to include in the first application for a loan of microfilm a statement describing its equipment for the use of microfilm and the training and experience of its staff in the handling of film and the use of such equipment.
- c. The period of loan will ordinarily be one month from the date of shipment of the microfilm to the borrowing library. Loans for longer periods may be made in special cases. Material is subject to recall at any time in the discretion of the Library of Congress.
- d. The minimum unit of loan will be one reel. Users of very small quantities, such as a few feet of film, will be expected to purchase a copy of the film instead of borrowing it.
- e. Because of restrictions which apply to many items in the Library's microfilm collection, reproductions of material lent from it may not be made without the written permission of the Library of Congress.

OFFICE METHODS DIVISION, NAVY DEPARTMENT

To take the place of Herbert E. Angel, now Director of Records Management, National Archives and Records Service, the former Assistant Director, Edmund D. Dwyer, has become Director of Office Methods. Lewis J. Darter is now responsible for the Navy records retirement program and the five Naval Records Management Centers.

The Centers, which now hold 1,105,218 cubic feet of records, are continuing to receive records from ships and stations. Reference service continues at a high level. During the quarter ended 30 June 1950, 353,687 reference re-

quests were received and handled by the Centers. Significant recent archival accessions included correspondence and other files of the U. S. Naval Academy, 1845-1927, which reflect the development and administration of the Academy since its founding in 1845 through the efforts of Navy Secretary, George Bancroft. These records will be transferred to the National Archives at a later date.

Recently the annual conferences of the District Records Management Officers and Directors of the Naval Records Management Centers were held in Washington. Records management problems occasioned by administrative developments and sharp curtailment in the Navy shore establishment were discussed. By order of the Secretary of the Navy of 15 September 1950, District Records Management Officers were made responsible for transferring records of disestablished stations and decommissioned ships to the records centers.

Rudolph Bares, Jr., Management Engineer in the Bureau of Ships, has succeeded Herbert E. Angel as Commanding Officer of the Management Engineering Volunteer Reserve Unit in the Washington area. This unit studies Navy management programs, including those involving records.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

On April 21, 1950 Jess Larson, Administrator of the General Services Administration (of which the National Archives and Records Service is now a part) and Wayne Grover, Archivist of the United States, spoke to a capacity audience on the topic, "The Records Management Program of the General Services Administration." Hirst Sutton and Wilfred S. Williams of the Budget Bureau's Administrative Management Division addressed the Conference in May on "Measurements and Standards in Records Administration."

In response to widespread interest in pending records legislation the Conference sponsored on June 2, 1950 a special round table discussion of *H. R. 8416*, a proposed amendment to the Federal Property and Administrative Services Act of 1949. The meeting provided an opportunity for agency records officers and officials of the National Archives and Records Service to exchange views on current proposals designed to clarify General Services Administration's role in records management.

At the final meeting of the season, June 16, 1950, Dallas Irvine, Chief Archivist of the Audio-Visual Records Branch, National Archives, presented several films on the subject of records and archival matters and discussed the work of his branch. The annual end-of-the-season social meeting was held in the National Archives Conference Room. The Steering Committee for 1950-51, elected at this time, has the following members:

- Everett O. Alldredge, National Archives and Records Service, GSA
- John F. X. Britt, Federal Security Agency
- Helen Chatfield, Bureau of the Budget
- James Hindle, Securities and Exchange Commission
- W. Kenneth Hoover, Department of State
- L. Robert Jones, Civil Aeronautics Administration

Henry J. Lilienfeld, Veterans Administration
Dorothy M. Luttrell, Department of Agriculture
Ollon D. McCool, Department of the Army
R. Bruce McNair, Public Health Service, FSA
Thomas J. Pugliese, Atomic Energy Commission
Theodore Schellenberg, National Archives and Records Service, GSA

Philip C. Brooks, Chief Archivist, War Records Branch, National Archives, announced his retirement from the Steering Committee. Dr. Brooks, completing his second term as Conference Chairman, has been a member of the Committee since the establishment of IRAC. The membership by unanimous vote expressed its gratitude for his long and faithful service to the organization and his contributions to Federal records administration.

NATIONAL COUNCIL FOR HISTORIC SITES AND BUILDINGS

Trustees of the National Trust for Historic Preservation, created by Act of Congress to "provide for the preservation of historic sites, buildings and objects of national significance," were announced in February by the Executive Board of the National Council for Historic Sites and Buildings. In addition to the ex-officio trustees provided for by Congress, the Attorney General, the Secretary of the Interior, and the Director of the National Gallery of Art, the Council elected the following: Former President Herbert Hoover; General George C. Marshall; Winthrop W. Aldrich, Chairman of the Board of the Chase National Bank of New York; Eugene R. Black, President of the International Bank for Reconstruction and Development; Harry A. Bullis, Chairman of the Board of General Mills, Inc.; Mrs. Francis B. Crowninshield, Boston, leader in historic preservation and a founder of the Kenmore Association in Virginia; George McAneny, New York, President of the American Scenic and Historic Preservation Society; Major General U. S. Grant, 3rd, President of the American Planning and Civic Association; John Nicholas Brown, former Assistant Secretary of the Navy for Air; H. Alexander Smith, Jr., a director of the Society for the Preservation of Maryland Antiquities; Horace M. Albright, former Director of the National Park Service; and Charles Sumner Bird, Chairman of the Standing Committee of The Trustees of Public Reservations in Massachusetts, and the only American member of the Council of the British National Trust.

NATIONAL SOCIETY OF AUTOGRAPH COLLECTORS

Richard M. Lederer was elected to succeed Joseph E. Fields as president of the National Society of Autograph Collectors at the third annual meeting, held May 1 and 2 at the Library of Congress in Washington. The program included tours of the Library, Mount Vernon and the National Archives; talks by Frederick B. Adams, Jr., Director of the Pierpont Morgan Library, and Dr. Victor Hugo Paltsits; panel discussions conducted by Colton Storm and Paul M. Angle; and, as the final feature, the re-enactment of the assassination of Abraham Lincoln at Ford's Theatre, presented by the Chicago Civil War Round Table under the direction of Dr. Otto Eisenschiml.

PUBLIC HEALTH CONFERENCE ON RECORDS AND
STATISTICS

The Budget Bureau's *Statistical Reporter* announced that the Public Health Conference on Records and Statistics held its second annual meeting in Washington, D. C., on April 24 to 27, 1950. Over 200 vital statistics registrars, public health statisticians, and government representatives from interested agencies participated in the working group programs, reporting on studies made during the past year and planning special research activities for the year to come.

Prior to the annual meeting, units of a Committee on Statistics conducted special studies on problems related to morbidity, mortality, mass surveys, case registrars, natality, service statistics, and population. In considering the reports of these studies, the meeting approved most of the study findings but emphasized, through many recommendations and resolutions, the need for further research. These resolutions will be published by the National Office of Vital Statistics as part of the proceedings of the annual meeting.

Plans of the Conference for the coming year include intensive work, in cooperation with the Morbidity Statistics Committee of the Public Health Service, on the problem of notifiable disease reporting. Special emphasis on the improvement of medical certification of cause of death is also contemplated. A need for the preparation of a pamphlet enumerating definitions and minimal tabulations for premature births was expressed at the meeting. In the field of population studies, State vital statistics bureaus were encouraged to assume leadership for the development of population estimates, sufficient for the needs of public health programs, for small areas during post-censal periods.

Paralleling the Conference deliberations on public health statistics were many reports of studies in vital statistics registration. In this field, special research will continue during the next year on problems related to marriage and divorce registration, query programs in vital statistics, delayed registration, promoting and testing the completeness of registration, and the confidentiality of vital statistics.

COLLEGE AND UNIVERSITY ARCHIVES

Catholic University

The Reverend Henry J. Browne, archivist of the Department of Archives and Manuscripts, Catholic University, read a paper on "The Archives of a Catholic College or University," before a group of fifty college administrators convened in June for a special workshop on their problems. The Department recently accessioned a group of twenty-four letters of Monsignor Thomas Sim Lee, rector of St. Matthew's Cathedral in Washington, 1891-1922, and also microfilm copies of thirty-one letters of American prelates to Henry Cardinal Manning of Westminster, England, dating from 1870 to 1892.

The program committee of the American Catholic Historical Association announces that at the Christmas week meeting of the Association at the Hotel

Stevens, Chicago, there will be a luncheon session devoted to American Catholic archives and manuscript collections. It will be opened to the public and the members of the Society of American Archivists will be especially welcomed. Papers will be read by the Reverends Thomas T. McAvoy and Henry J. Browne. Fr. McAvoy, archivist of the University of Notre Dame, is author of the recently published, "Catholic Archives and their Preservation," *Catholic Library Practice* (The University of Portland Press, Portland, 1950), II, 87-99.

The Reverend John Tracy Ellis, professor of American Church History at the Catholic University of America, visited some important Catholic archival centers in Europe this past spring. He was able to obtain further materials for his biography of James Cardinal Gibbons, former Archbishop of Baltimore, in the archives of the Congregation of the Propaganda Fide in Rome, the archives of the Superior General of the Society of St. Sulpice in Paris and from the papers of Cardinal Manning kept by the Oblates of St. Charles in Bayswater, London.

U. S. Military Academy, West Point, N. Y.

Columbia University Press has recently published a book written by Sidney Forman, Archivist and Historian of the Academy, entitled *West Point, A History of the United States Military Academy*. The first full-length history of the Academy published since the Civil War, it is based largely on archival sources.

TRAINING OF ARCHIVISTS

In cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, The American University in Washington, District of Columbia, offered its sixth intensive training course in the Preservation and Administration of Archives from June 12-July 7, 1950. The four-weeks program included lectures on the most important phases of work with records and manuscripts and practical training in the National Archives and Records Service, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records.

The following students were enrolled in the course: Joseph Rober Comeau, Public Archives of Canada; Rev. Thomas J. Connolly, Archives, Diocese of Reno, Nevada; Rev. Leo C. Cullen, Archives, Province of California of the Society of Jesus; May Dornin, Department of Archives, University of California Library; Roy Sylvan Dunn, Texas State Archives; Ofra Eliash, Archives, Embassy of Israel; Lawrence Graves, University of Wisconsin; George G. Hagmaier, C.S.P., St. Paul's College; Fenton L. Kennedy, College of William and Mary; Donald R. McCoy, American University; Rev. Vincent de Paul McMurry, Catholic University; William G. Ormsby, Public Archives of Canada; Virginia Phillips, University of Maryland Library; Mary D. Quint, American Optical Company; Robert Rosenthal, Manuscripts Collection, University of Chicago Libraries; Charles R. Rowdybush, Field His-

tory Branch, Headquarters Air Material Command, Dayton, Ohio; Marcelle F. Schertz, Louisiana State Archives; Charles W. Shetler, West Virginia Collection, University of West Virginia Library; Donald A. Sinclair, Manuscripts Collection, Rutgers University Library; George W. Spragge, Archives of the Province of Ontario, Canada; Florence R. Stewart, Archives, Northwestern University Library; Raymond J. Teller, Archives, American Catholic Historical Society of Philadelphia; Alvin D. Thiessen, International Civil Aviation Organization; Hugo Vargas, Ministry of Development, Venezuela; Muriel L. Wilson, Archives, Moravian Church; and Rev. George Zorn, Woodstock College.

The American University also conducted, from June 12-June 30, its second Institute in the Preservation and Interpretation of Historic Sites and Buildings (Director, Donald Derby) and its first Institute of Genealogical Research (Director, Meredith B. Colket, Jr.). The three Institutes will be repeated in June 1951.

The York (England) Summer School of Archives and Historical Research was again held from 12 to 26 August 1950. A limited number of qualified students attended the School, which is intended to 1) give some account of York as an ancient City; 2) set out the riches of the archive collections in the City; 3) provide lectures on certain certified subjects, such as the organization of a great Cathedral, the Ecclesiastical Courts, the particular aspects of social and economic history; and 4) give introductory instruction in the reading of medieval hands and the interpretation of typical documents.

The Colorado State Archivist, Dolores C. Renze, in cooperation with the University of Denver, directed a course in the "Preservation and Administration of Archives" for students in history, political science, public administration or library science at the University. They receive five hours credit per quarter at the University for attendance at lectures given by the State Archivist and for serving of Research Internships in the Division of Archives, which comprise a minimum of ten additional hours per week. The summer class in archival work developed documentary research on the Governor John Evans materials — a project entered into jointly by Northwestern University, the University of Denver, and the Colorado State Historical Society. Governor Evans was appointed second Territorial Governor of Colorado by Abraham Lincoln; he was also the founder of Northwestern University and the University of Denver. The course in Archives Techniques and Administration has been enthusiastically received by these advanced students and has opened to students of western history heretofore unexplored avenues of documentary research.

The scholastic work in archives classes has stimulated an interest on the part of the University to explore the possibilities of establishing a University Archives. The State Archivist has made several studies and recommendations for the Chancellor along these lines. The problem of microfilming of Uni-

versity records has also been explored with the Comptroller of the University and a modest program along these lines will soon be effected.

Miss Nona-Murray Lucke, who is assistant administrator of the Committee on Veterans Medical Problems of the National Research Council and who has long been a member of the Society of American Archivists, has recently lectured at the Johns Hopkins University Graduate School of Hygiene and Public Health on the application of good records administration principles in the field of hospital records and statistics. Miss Lucke was for many years a files installation and systems specialist with commercial equipment firms and has worked in the field of records administration at the National Archives, the War Department and the National Office of Vital Statistics. Among numerous agencies and firms which have utilized her records management experience on a consultative basis are the United Nations and Ford International, Inc.

FOREIGN NEWS

Colombia

The press of Colombia recently reported the recovery of an important collection of documents left by Julian Trujillo, president from 1878 to 1880. Long abandoned, they were cast upon a fire during a house cleaning, in spite of protests of Sr. Rogelio Gutierrez G., a passing photographer, who reported the matter to Dr. Enrique Ortega Ricaurte, director of the Archivo Nacional. When they were able to enter the house after some delay, they found that fortunately a downpour of rain had saved the records from destruction. The documents have been deposited in the Archivo Nacional, where they have been cleaned and are now in the process of being arranged and catalogued. They throw much new light on events in Colombian history of that period, particularly on the battle of Los Chancos.

Cuba

The Ministry of Education of Cuba, upon the recommendation of its Committee for the Day of the Cuban Book, awarded a prize to Captain Joaquín Llaverías, Director of the National Archive of Cuba and honorary member of the Society of American Archivists, for the new edition of his important and valuable *Historia de los Archivos de Cuba* (Habana: 1950.), reviewed in *American Archivist*. The Society of American Archivists congratulates Captain Llaverías on the high honor and merited recognition which have come to him because of his long years of service in the interest of the National Archive of Cuba.

France

Dorothy Mackay Quinn, author of the article on the Ecole des Chartes in the October issue of the *American Archivist*, has been given recognition for her contributions to French archival work in the form of (1) a decoration from the government of France, the "Palme Académique" and (2) an hon-

orary life appointment as Correspondent Étrangère des Sociétés Historiques du Loiret. Mrs. Quynn's contributions were described as "both material and intellectual."

Great Britain

The British Museum has announced a new policy, under which it will accept on permanent or indefinite loan materials which it recognizes to be of national or international significance. The Museum had heretofore refused manuscripts and records which were not to become the outright property of its Trustees. Some reservations have been made by the Trustees. They will not accept on loan papers inferior in interest to those which they can accept as gifts or are prepared to purchase. They cannot furnish depositors with detailed calendars of their property. And, while they will accept loans under the new policy, only gifts, the permanent property of the nation, will appear in the printed catalogs of the Department of Manuscripts.

Archives, no. 3, (Lady Day, 1950), announces that a Conference of the Voluntary Helpers of the National Register of Archives was held at the Vintners' Hall in London, December 5, 1949. The discussion centered chiefly around methods of reporting and the treatment of larger archive accumulations. Reports on various collections were on view at the Conference, together with photostats of individual documents. The total number of reports received since the inception of the Register had reached 1857 by the end of February 1950, and local committees continue to send them in in large numbers.

The Glamorgan County Record Office held an exhibition in the County Hall, Cardiff, Wales, from June 19 to July 29 on "Methods of Record Repair." Showcases contained damaged records, examples of their enemies, such as bookworms and mildew, materials used in repair and the different methods and stages of treatment. Demonstrations were given each Tuesday and Thursday afternoon, and the County Archivist, Madeleine Elsas, announced that advice on the best methods of repair could always be obtained at the Record Office.

Palestine

The Zionist Central Archives, in a report to the General Zionist Council for the period May 1, 1949 to February 4, 1950, announced that as a result of a three months mission to Europe important official and private archives had been added to the collections and ties with Zionist institutions in different countries were strengthened. British, French, and Dutch organizations are represented in the accessions which double the number of official files in the Archives. Private collections, photographs, and a library of printed books and newspapers make up the rest of the Archives which was visited by over 2,000 persons during the period covered by the report. Dr. G. Herlitz heads a staff of seven professional and technical workers.

Spain

The National Association of Librarians, Archivists, and Archeologists, Dr.

A. Tortajada, President, met in congress at Madrid on March 21-23, 1950. The agenda included such matters as general relations with state agencies, personnel of provincial and municipal bodies, and, in the archival field specifically, buildings and equipment, cataloging, archival legislation, indexes and guides, disposition of records without historical value, and central, university, provincial, and municipal archives.

COLORADO

The Denver Public School Administration, in consultation with the Division of State Archives has established a school archives unit, with all of the latest microfilm and photographic equipment necessary to the preservation of archival records. Mr. Roger Rutledge is the deputy in charge and the department may well serve as a model for other municipal school systems archives.

As of June 1, 1950 all the staff (technical and administrative) except the State Archivist went under State Civil Service. This resulted in up-grading of every position on the staff and the State Civil Service Commission did a commendable job of position classification. The Archivist's position was deemed to be a policy-making, administrative, and educational position and was exempted from the classified service. The Civil Service Commission is eager to have the State Archivist develop a training program for Records Officers throughout the state departments and agencies, a program which is now being studied and planned. In the photographic archival field the Division has done technical research necessary to developing a method of recording on 35 mm. microfilm (using movie film) the glass plate negative collection of W. H. Jackson. Approximately 3,000 glass plates out of a total of 8,000 negatives ranging in size from 3" x 5" to 18" x 22" have been recorded. Work and research on the biographical picture collections in the Archives has continued. When these two projects are completed, over 8,000 railroad pictures remain to be processed and set up in index form. The Microfilm Unit of the Archives Division, along with the regularly scheduled filming of State work, has accomplished extensive recording of newspapers on microfilm. An index of newspapers on 35 mm. microfilm has been prepared and encompasses a 90 year period in the Territory and State history. A complete record of holdings will mean a five year project. Current holdings include approximately 2,500 rolls of microfilmed newspapers.

CONNECTICUT

Edgar F. Waterman, President of the Connecticut Historical Society, announced in June the purchase of the Curtis H. Veeder residence at 1 Elizabeth Street, in Hartford, as the new home for the Society. Founded in 1825, the Society has occupied quarters in the Wadsworth Atheneum since 1843. These cramped rooms have long necessitated outside dead storage so that recently books, manuscripts and museum materials have been housed in four different buildings.

The Society's library contains some 65,000 volumes, 5,000 volumes of newspapers and 20,000 manuscript collections totaling several million individual pieces. The museum has more than 200 paintings, 200 pieces of antique furniture, numerous relics including the remaining portion of the Connecticut Charter of 1662, Israel Putnam's tavern sign, Nathan Hale's powder horn and camp basket, and collections of Indian relics, silver, pewter, glass and other colonial objects.

The new building for the Society was built twenty-five years ago of marble, concrete and steel and is strictly fireproof. It has an elevator, built-in vacuum cleaning and trash disposal systems. Asylum Avenue busses pass the building every ten minutes. Interior alterations of the second floor for museum installations commenced June 26. A multiple tier stack wing with a capacity of 100,000 volumes is contemplated, along with adjacent parking facilities.

Thompson R. Harlow, Director, announced the closing of the Atheneum rooms on Monday, June 19, and the beginning of the moving of the library.

DELAWARE

On Memorial Day the Delaware Veterans of World War II, Dover Post, and the Veterans of Foreign Wars in a joint service formally dedicated the Memorial Volume compiled by the Public Archives Commission. This volume, containing the names of nearly 800 Delaware men and women who lost their lives during World War II, is the culmination of more than five years work. As part of the dedication, the volume was formally enshrined in a specially built display case in the exhibit lobby of the State Archives. The binding of the volume is full brown Morocco leather with a four inch gold star inlaid on the top cover. The end papers are of purple taffeta and each page has a border in purple of the names of the theaters of action in which the Delawareans lost their lives. Only one copy of this volume was printed, and this will remain on permanent display in the Hall of Records, Dover.

The new Delaware State Museum Division of the Public Archives Commission drew its preliminary work to a close with the conversion of the old Presbyterian church, built in 1790, into a museum building. During the summer the museum staff headed by Helen S. Johnson, Curator, occupied the building and began to arrange some of the collections and assemble other material for exhibit purposes. The formal opening is planned for late fall.

The Archivist's *Annual Report*, for the fiscal year 1949-1950, is now available for distribution in printed form. The microfilming of public records is continuing in the county offices, and it is gratifying to note that filming in one county is complete and in one other is half done. These copies are being made for security purposes.

The staff of the Historical Society of Delaware was reorganized in December 1949 when Gertrude Brincklé resigned as librarian and Ruthanna Hinds took her place. Mrs. George G. Windell, formerly of the History Department, University of Delaware, is now assistant librarian, particularly con-

cerned with editing the magazine *Delaware History*. Miss Brincklé remains part time as executive secretary of the Society.

The Society acquired during 1949 valuable material from the Committee on Historic New Castle, the diaries of General James H. Wilson, covering the Civil War and the Boxer Rebellion, a collection of papers concerning a proposed Bohemia-Appoquinimink Canal, and various family papers, deeds and photographs.

ILLINOIS

After several months of preliminary planning Northwestern University has launched "an integrated program for the preparing and publication of business histories of representative enterprises, principally in the Midwest." Policy making and direction of the program is in the hands of a faculty committee composed of specialists in marketing, labor, finance, management, business history, and economic history. Herbert O. Brayer has been appointed to the faculty with responsibility for carrying on the program. It is planned to publish histories of representative concerns that have been actively engaged in business for a substantial period. In connection with the program the University offers "as a cognate service the making of surveys of corporate records and other documentary sources available for the preparation of business histories, their location, accessibility, condition, and scope, together with specific recommendations for their housing, care and preservation."

KENTUCKY

A Record Control System is now being installed for the State of Kentucky by the management firm of J. C. Boyd, Consultants, Inc., Lexington, Kentucky. The system is believed by the company to be somewhat in advance of any that other states have as yet installed. It incorporates the preservation and disposal of records, the control of forms and the use of microfilm. A Records Control Board, created by the 1950 General Assembly, is composed of the Auditor of Public Accounts, Clerk of the Court of Appeals, Commissioner of Finance, Attorney General, and the Secretary of the Kentucky Historical Society, Bayless E. Hardin, the last named serving as Chairman of the Board. One hundred thousand pounds of worthless records have already been sold as waste paper and the Board expects to dispose of over 200,000 pounds more. In one office the amount of space saved is demonstrated in a ratio of one inch in the new system to sixty-six inches in the old. Savings effected by the elimination of obsolete records, file cabinets, desks, machines, etc., will free approximately 180,000 square feet of office space. A streamlined filing system has been set up in the Division of Personnel, and the State Treasurer's checks are being recorded on 16 mm. film.

The Kentucky Historical Society is planning to start an extensive 35 mm. microfilming program in the near future. This program intends to preserve valuable historical records which are deteriorating through constant use.

MARYLAND

The Hall of Records is microfilming the annual reports of the various State agencies which it does not have within its own files and which are no longer obtainable from the issuing agency.

The Hall of Records has compiled for early fall printing its seventh publication: *Calendar of Maryland State Papers No. 4, the Red Books*. The volume covers about one-third of the papers in the *Red Books*, a collection of official documents of the Revolutionary period.

The 1950 *Maryland Manual*, prepared by the Archivist of the Hall of Records for distribution by the Secretary of State of Maryland, was issued recently, and editorial work has already begun on the 1951 edition. This volume has been issued at regular intervals since 1896, but the editorial work has been done at the Hall of Records only since 1949.

MASSACHUSETTS

The largest collection of Emily Dickinson papers, a collection which has been kept intact since her death in 1881, has been given to the Houghton Library of Harvard University. The gift was made by Gilbert Holland Montague, New York lawyer and bibliophile, who purchased the manuscripts and personal belongings which had been preserved at Miss Dickinson's home in Amherst and were owned by Alfred Leete Hampson. The purchase of the collection was made through the rare book dealer, Dr. A. S. W. Rosenbach.

The collection includes autograph drafts of 958 poems, many of her letters and letters written to her, her books and possessions and family papers. The gift to Harvard also includes all copyrights and literary rights previously vested in the Dickinson heirs.

Harvard University has named Dr. Thomas H. Johnson, co-author of *Literary History of the United States* and head of the English department at Lawrenceville School, as editor of the papers; he expects to prepare three or four volumes within three years. Harvard University Press plans to publish a variorum edition of the poems and letters, giving all versions of each poem. Study of the Dickinson manuscripts is expected to shed light on at least two problems: the chronological order in which the poems were written, and the exact values and meanings given by Miss Dickinson to each version of each poem. When Dr. Johnson's editorial work has been completed, the collection, including earlier acquisitions of the Houghton Library, will be available for study by other scholars.

MICHIGAN

Recent manuscript accessions of the Michigan Historical Collections, University of Michigan, include: additional correspondence of the late Chase S. Osborn, 176 scrapbooks containing clippings relating to his career, 1881-1949, and his diaries, 1895-1915; fifteen Civil War diaries of Lt. Col. Charles B. Haydon, Second Michigan Infantry, 1861-1864; two volumes of lecture

notes taken by the late Edwin S. Peck when he was a student in John Dewey's classes in "Movements of Thought in the 19th Century" and "English Transcendentalism" at the University of Michigan in 1891 and 1892; and the papers of John Jay Carton, president of the Michigan Constitutional Convention in 1907, 1903-1920.

MINNESOTA

The manuscript division moved forward another pace in building up its collections in economic history when it acquired in December the records of the Copper River Development Company. The company, organized in 1899 by men from Minnesota, Michigan, Wisconsin and Iowa at the headquarters in Superior, Wisconsin, proposed to "sell, exchange, and deal in all kinds of real property, survey, explore, and develop mineral or other resources . . ." After attempts to interest outside capital and to carry out some of the purposes stated in articles of incorporation, the firm was dissolved in 1936. There are in the records a minute book (1899-1931), two cash account books (1901-1936), and about two thousand letters. These manuscripts are the gift of Mrs. Walter K. Adams of Minneapolis.

An important addition to the papers of Alexander Ramsey has been made by Anita and Laura Furness of St. Paul, granddaughters of Minnesota's first territorial governor. There are in the group more than two hundred deeds, abstracts, agreements, letters, plats, and tax receipts dating from 1850 to 1929. With this addition, the Ramsey Papers now number well over 5,000 pieces.

The manuscript division of the Minnesota Historical Society has completed an inventory of the records held by the E. J. Longyear Company, iron mining company with headquarters in Minneapolis. The records just surveyed cover the years 1892 to 1948. Under an agreement between the Company and the Society, some of the records will be transferred to the Society for use by qualified scholars; others will remain with the Company for some time. The inventory is the first of many that will be made of selected companies in the next few years. The object is to find out where the records are, under what terms they can be used by scholars, what condition they are in, and what groups should be transferred to the Society.

Miss Alice Andrews of St. Paul has presented to the Society additional C. C. Andrews family papers. There are in this new acquisition 120 volumes — diaries, letterpress books, and scrapbooks — and 2000 items. The papers cover C. C. Andrews' career as a lawyer in Boston, Kansas and St. Cloud, as minister to Sweden, as consul general in Brazil, as fire warden and leader in forestry in Minnesota. The years covered by the papers are 1843 to 1922.

All the incoming correspondence, logging contracts, and letterpress books in the Laird, Norton Company papers are arranged and ready for use by qualified scholars. Persons who wish to use the papers should apply to the Minnesota Historical Society and to the Laird, Norton Company. Both letters may be addressed to the Minnesota Historical Society, St. Paul, 1, Minnesota.

Two hundred and fifty-three letters have been added to the Thomas S.

Williamson Papers (1839-1917). Most of the letters in this addition were written by John Williamson from his mission at Crow Creek, Dakota Territory, in the sixties. The letters tell of the removal of the Sioux to the Crow Creek Reservation, the work of the missionaries and Indian agents, traffic on the Missouri River, and the expedition of General Sully against the Sioux, and the attempts to introduce agriculture on the reservation.

NEBRASKA

John B. White, formerly Serials Librarian at Love Memorial Library, University of Nebraska, has been appointed Librarian of the Nebraska State Historical Society.

NEW YORK

Legislation passed in the 1950 session of the State Legislature will materially affect the program of Records Management in New York State, since the responsibility for management of state records will be assumed by the Division of the Budget October 1, 1950 with the management of records of local units of government remaining in the State Education Department as a function of the Division of Archives and History.

In February, Vernon B. Santen was appointed to the position of State Archivist to succeed Hugh Flick, who left the post in 1949. Mr. Santen, a graduate of Holy Cross College in Worcester, Massachusetts, did graduate work at Syracuse University in the field of public administration and prior to Army service with the Ordnance Department in the Pacific during the last war, was for seven years Assistant to the State Administrator of the National Youth Administration in New York State, responsible for methods and procedures work. Upon discharge from the Army in 1947 he was employed by the Research Division of the State Civil Service Department doing work in the fields of salary and personnel research.

Current projects in progress include a survey of the protection facilities available for local records in the office of county, city, town and village clerks and other custodians of the records of local units of government. Nearing completion is a sizeable project which involves a complete inventory and evaluation of all records of the State Comptroller, many of which are 18th century documents. Plans for carrying out the Records Management program to be administered by the Division of the Budget are not sufficiently advanced to warrant publication at this time.

NORTH CAROLINA

On March 10, Governor W. Kerr Scott appointed Benjamin Franklin Brown of Raleigh, retired dean of the Basic Division of North Carolina State College, a member of the Executive Board of the State Department of Archives and History to fill the unexpired term created by the death of Robert Digges Wimberly Connor, who died on February 25.

The State Department of Archives and History has ordered a Barrow laminating machine and a fumigating vault to be installed in the Division of Archives and Manuscripts. This Division recently added eighty-seven items to its Calvin H. Wiley Collection, a gift from Wiley's daughter, Miss Mary Callum Wiley of Winston-Salem. These items consist of speeches, parts of speeches, letters, and articles to the press of North Carolina's first Superintendent of Common Schools.

Mr. William S. Powell of the State Department of Archives and History has received a grant in aid from the Institute of Early American History and Culture in Williamsburg to work on the biography and collect the letters of John Pory (1573-1635) and also to collect ballads for a revised edition of Sir Charles Firth's *An American Garland*. He plans to spend September and October in England at the British Museum, the Public Records Office, Oxford and Cambridge, and several county archives.

The Duke University Library has been materially enlarged and the George Washington Flowers Collection and the University Archives have been moved into new and more spacious quarters. New stack space is adequate for 900,000 volumes, and there are carrels for 250 readers. At the end of the last fiscal year the University's collection contained 927,701 official catalogued volumes.

OHIO

Latest acquisitions to the manuscripts division of The Hayes Memorial Library include numerous original letters and documents of President Hayes, including eight pardons issued between 1878 and 1879; an appointment of A. T. Britton of Washington, D. C., as a member of a commission to codify land laws; a life membership certificate in the Firelands Historical Society, gift of John J. Young, Jr., Norwalk, O.; a surety bond of Rutherford Hayes, Sr., for his brother, Russell Hayes, 1815, gift of Goodspeed's, Boston; and eight letters (1868-1891) of the President addressed to various correspondents.

In addition to photographic reproductions of papers of the President and members of his family, the Library added the originals of a Docket Book, No. 5 (1814-1835) of Marshall Miller, Jr., of Dummerston, Vt., and an account book (1807-1841) of Joel Crane, early settler of Vermilion, O.

A special Independence Day exhibit at the Library featured a facsimile of the desk on which Thomas Jefferson drafted the Declaration of Independence (the facsimile was made at the time the original portable desk was presented to President Hayes for the American government); and an original letter of John Hancock to Dorothy Quincy, mentioning the Revolutionary War, written by Hancock a few months before they were married.

OKLAHOMA

A total of 476 volumes of the Five Civilized Tribes have been received by the Oklahoma Historical Society from the Five Civilized Tribes Agency at Muskogee in the past year, under Federal Public Law No. 133, approved March 27, 1934.

Mrs. Rella Looney of the Indian Archives Division announces that in July 1949 the Society received a total of 84 volumes from the Agency, consisting of 79 Choctaw volumes and 5 Chickasaw volumes.

In October 1949 the Division received a total of 392 volumes, as follows: 199 Choctaw volumes; 33 Cherokee; 18 Creek; 17 Chickasaw; 11 Seminole; and 114 miscellaneous volumes (Agency and Dawes Commission).

VERMONT

Dr. Arthur W. Peach, Professor of English and Head of the English Department at Norwich University, Northfield, Vt., became Director of the Vermont Historical Society at the close of his university work in June. Long interested in the Society and its work, he has served as vice president, and as editor of the *Proceedings*, now known as the *Vermont Quarterly*.

The Society has been given a land tax record account book of the town of Plymouth, 1825-1827. This was maintained by Moses Pollard and salvaged from an old trunk of papers found in the attic of the Elias Pinney house in Ludlow. The house had been occupied by Moses Pollard, Jr. It is a record of surveying made by Moses Pollard and is particularly significant since it carries records of the holdings of the Coolidge family and a description of their lands. With the account book, Mary Orenda Pollard of Middlebury has given to the Society a sheet from her birthday book containing the autograph of Calvin Coolidge, born July 4, 1872. It dates at some time between 1885 and 1890, while he was attending the Black River Academy.

VIRGINIA

Harry Clemons, who retired as librarian of the University of Virginia on June 30, 1950, has served in that post since 1927. During his incumbency he saw the university's enrollment expand from 2,000 to 5,000, with especially heavy growth in the graduate and professional departments. The collections of cataloged printed books have grown during his administration from 150,000 to more than 575,000 volumes, the manuscripts from a few thousand to over 3,500,000 pieces, while picture and print collections of 50,000 and map collections of 68,000 items have been assembled. The general library (which today has a year-round average working week of 96 hours) had seven full-time staff members in 1927, sixty-three in 1950. Several developments during these years, including the acquisition of some notable special libraries, have made the university a center for American studies, with unusual strength in regional materials of the southeastern states.

In 1930 Clemons persuaded the administration to create the office of Archivist of the University, with offices in the Library and some duties in connection with the Library's non-archival manuscripts. Lester J. Cappon held the post from that year until 1945. Other accomplishments at Charlottesville include the creation of a regional collection of historical source materials; the campaign and planning for the Alderman Library and the removal to it in

1938 of the general library from Jefferson's Rotunda; the creation of a department of rare books; the compilation, 1933-1943, of the checklist of the surviving papers of Thomas Jefferson; the development of a cooperative project for the preservation of all newspapers published in Virginia; the acquisition by the University of such special collections as the McGregor Library of southeastern Americana and English literature, the Coles collection of Virginia books and manuscripts, the Lomb optical collection, the Mackay-Smith music collection, the Stone library on the history of printing, the Streeter collection of material on southeastern railways, the Sadleir-Black collection of Gothic novels, the Taylor collection of American novels, and the Victorious collection on evolution; the establishment of nearly a score of special endowment funds for the purchase of books; and the activities of the University of Virginia Library as publisher of the *Annual Report on Historical Collections* (twenty reports to date), of the University of Virginia Bibliographical Series (nine volumes to date), and of the publications of the McGregor library (of which eight have already been issued).

Dr. Clemons has been succeeded by Jack Dalton, former associate librarian and head of the reference division at Virginia.

Frank Evans, an assistant archivist, has resigned to undertake doctoral work at the University of Chicago. His successor is James A. Bear, Jr. Constance E. Thurlow, also an assistant archivist, has been on leave during the summer months at the University of Rochester, her post having been temporarily filled by William H. Gaines, Jr., 1950 doctoral graduate.

The History Division of the Virginia State Library, formerly the World War II History Commission, which has occupied quarters in the University of Virginia Library at Charlottesville since 1944, has recently moved to permanent offices in the State Library at Richmond. W. Edwin Hemphill is director and William M. E. Rachal is an assistant director of the History Division.

W. J. Barrow, documents restorer of Richmond, began in July the introduction of his laminating process at the Archives Nationales of France. The Barrow Laminator, a machine for applying cellulose acetate sheets to old documents, is already in use at the State Libraries of Virginia, Maryland, Delaware, Georgia, at the Library of Congress and the Federal Bureau of Investigation in Washington, and at the Archives Generale du Royaume in Brussels, Belgium.

LETTER TO THE EDITOR

COUNTY OF GLAMORGAN

County Record Office,
County Hall,
CARDIFF.

16th May, 1950.

Sir:

As the English-trained Archivist to the Glamorgan County Council which was the first to set up a County Record Office in Wales, I feel it incumbent upon me to reply to the article by Mr. Evan D. Jones on "The National Library of Wales as the National Records Depository for Wales," that appeared in a recent issue of your journal. The article has three main points of attack directed against the idea of county record offices in Wales and their present mode of operation: a) that a Welsh county has not sufficient money to support an efficiently conducted record office, b) that Welsh records are of a nature so different from other records that an English-trained archivist would not understand their special problems, c) that a county council and court of Quarter Sessions, should, if they must maintain a record office, limit its scope to their own administrative and past records.

In Glamorgan, under the chairmanship of the Lord Lieutenant and Custos Rotulorum, the County Records Committee, a joint committee of members from the County Council and Quarter Sessions, has maintained for some time past a fully equipped and efficiently operating record office in the County Hall. This record office is well equipped and has attached to it a repair workshop which deals expertly with all types of repair and book-binding. All the records are listed, neatly stored and the "house is in good order." The fact that this has caused no apparent straining of local finances must be sufficient answer to a). Admittedly Glamorgan is the largest and wealthiest county of the Principality, but the expenditure involved should not be beyond the resources of any county in Wales. To maintain a record office is not a very expensive item, and record offices exist in England in counties of low rateable value, such as Bedfordshire and Cumberland. Such offices function well, though perhaps smaller counties who may already combine for purposes of police, lunacy and other administrations might find it convenient to combine in the maintenance of a regional office.

The argument summarised under b) above, really does not bear close analysis. An archivist is primarily concerned with method: he is trained to read records, to respect the records as such by observing the "respect du fonds" and to avoid such arbitrary classification as will impede the records speaking for themselves. So long as these principles are adhered to it matters little whether the archivist be trained in the *École des Chartres*, the *Österreichisches Staatsarchiv* or in England. In this context it might be stressed that the history of extant Welsh records is very much the same as the history of English records: from the English viewpoint Wales has in the past been "dismissed as a region or a large peninsula on the western seaboard of England with no claim to the status of nationality" and this is reflected in the close resemblance between Welsh and English official and semi-official local records and title deeds. Though this may be regretted, the result is that nearly all official Welsh records are written in English in English forms, unless they are early, when, as in England, they were written in Latin.

Argument c) ignores the interest of most students and searchers, and even of those Welshmen who might feel some pride in the preservation of their local records in their own environment. It might be stressed that it is no solution to replace locally, by microfilm copies and readers, records removed to a central depository (in this case the National Library). Even if we forget sentiment, often a document, unlike a book, becomes less legible when photographed as thereby the student is offered only

one viewpoint instead of the many he may have by handling the documents. The National Library of Wales is an enormous repository of local records, mainly owing to the tardiness of Welsh local authorities in inaugurating local record offices. Nevertheless, this is no reason for the future location of all local Welsh records in the not easily accessible mountain fastness of Aberystwyth. If the Principality of Wales were no bigger and of the geographical configuration of Andorra, there might be some good sense in this centralisation. However, there are many objections to housing a nation's historical muniments under one roof, and the English system whereby the national records are housed centrally but the local records are collected by each county, has much in its favour. In the case of serious fire, revolution or enemy action in war-time it would be possible for all Welsh records to be destroyed at once. The suggestion that all Welsh records "must" be brought together and housed in one depository is as sensible as to suggest that all ancient churches in Wales be removed to the Folk Museum at St. Fagans. Finally, to deprive Welsh counties of their natural historical background and heritage by removing the physical evidence of such heritage to a remote "national" centre seems destructive of those feelings of local patriotism which must be the foundation of Welsh national pride and consciousness, and which most Welsh people would wish to foster.

A record office with a staff of two to four is not by any means short of work in a county of moderate size and population. The present complement of the Department of Manuscripts and Records at the National Library of Wales is stated to be fourteen. This would not appear to be as suitable for the efficient "covering" of the thirteen Welsh counties, ensuring that records in private custody throughout the country are safeguarded, as the work of local record office staffs in touch with local families, solicitors and old-established firms.

Wales, consisting as it does of thirteen counties and extending over a large geographical area is administered by thirteen local authorities for such purposes as education, highways, public health and so on. Local records fall very well into these thirteen administrative units and mostly the nature of the records themselves demands their treatment upon a county basis. It is a sound and well-founded archival practice to respect the "fonds." Since the Act of Union in 1536, the Welsh counties have been administered through Quarter Sessions and in each county the Quarter Sessions records form the natural basis of the administrative collection. Besides the Quarter Sessions records there are a variety of *ad hoc* committees whose records were transferred to the county by acts of Parliament when their functions were transferred, for instance the Turnpike Commissioners, Sewers Commissioners, Highway Boards, Boards of Guardians, School Boards, Local Boards, etc. Furthermore, under the Local Governments Acts of 1894 (reenacted in 1933) civil parish records came under the care and protection of county councils [L.G.A. 1933, 23 & 24, Geo. V. c. 51, s. 281 (4)]. Assuming that the acts of Parliament at Westminster still apply to Wales, it seems, to say the least, highly questionable whether a Clerk of the Peace or County Council has the authority to hand over to another depository records such as those mentioned above.

In conclusion it must be remembered that the need of the historian should always be kept in mind. Local records dealing with local administration, either of the county or of the parish are of greatest use to the local historian. Anyone wishing to write parish history will usually select his own parish, a post-graduate student wishing to write a thesis on regional education or communications or highways or any of a host of similar subjects, will naturally choose an area in which he resides and with which he is familiar. He will look for and wish to find these records within his own county. Several complaints have been heard in the Glamorgan Record Office of the inaccessibility of some Glamorgan records now housed in the National Library of Wales at Aberystwyth. It would be far better if these records were here in Glamorgan and microfilm copies in Aberystwyth. The object of record depositories is not merely the

collection of records, but their preservation from decay and making them available to students. I think both these functions can be better served by local record offices.

I must apologise for writing at length but I cannot help feeling that Mr. Evan D. Jones' enthusiasms have blinded him to certain facts. Since the article was published abroad, I have written this in the hope of correcting any false impressions that may have been given of the state of records in Wales.

Yours faithfully,

MADELEINE ELSAS.

County Archivist.

EDITOR'S NOTE: Mr. Evan D. Jones states that what Miss Elsas calls "arguments (a) and (c)" are largely matters of opinion upon which "we can hold different views." He believes that what she calls "argument (b)," however, "lies in a different category." With respect to it he writes: "I certainly never put it forward in my paper, nor anywhere else. . . . You will find that I did not suggest that Welsh records are of a nature so different from other records that an English-trained archivist would not understand their special problems. I did not even plead for a knowledge of the Welsh language on the part of archivists, though, by the way, it is very necessary for deciphering place-names, and personal names, which, as you may imagine, are tricky stumbling blocks for non-Welsh-speaking archivists."

W. J. BARROW

Document Restorer

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VOLUME XIII

JANUARY 1950

NUMBER 1

*The
American
Archivist*

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THE AMERICAN ARCHIVIST is published quarterly in the months of January, April, July and October by the Society of American Archivists.

Office of Publication: 324 3d St., S.E., Cedar Rapids, Iowa.

Subscription price five dollars per year.

Entered as second-class matter at the post office at Cedar Rapids, Iowa, under the Act of March 3, 1879.

All contributions should be addressed to the Editor, National Archives, Washington 25, D. C. Subscriptions and communications should be sent to the office of publication, 324 3rd Street, S. E., Cedar Rapids, Iowa, or to the Secretary, Box 203, Williamsburg, Virginia. Materials for book reviews and news notes should be addressed to the review and news notes editors, The National Archives, Washington 25, D. C. Technical questions, notes on technique or equipment should be addressed to the technical committee, Maryland Hall of Records, Annapolis, Maryland. Communications regarding advertising should be addressed to William D. Overman, 302 E. Catawba Avenue, Akron 1, Ohio.

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Printed at The Torch Press, 324 3d St., S.E., Cedar Rapids, Iowa.

